

Position Description

POSITION TITLE:	People & Culture Advisor
POSITION TYPE & TENURE:	Full time Ongoing
CLASSIFICATION:	Level 5
REPORTS TO:	Head of People & Culture
LOCATION:	Melbourne

ABOUT NO TO VIOLENCE

No to Violence is Australia’s peak body for individuals and organisations that work with men that use violence. We provide training, sector development and policy advice and advocacy on behalf of members. We operate the Men’s Referral Service, providing a counselling service and referral pathways directly to men who use violence. As a pro-feminist organisation, women and children are at the centre of what we do - by ending men’s use of family violence, families, individuals, and communities are safer.

POSITION SUMMARY

In this role the People & Culture Advisor is responsible for providing high quality, accurate and timely People and Culture advice, support and coordination of People and Culture process for NTV staff and leaders across all stages of the employee lifecycle.

The People & Culture Advisor will support staff and leaders by providing timely advice on NTV policy, process and the NTV EA that is accurate, compliant and in line with best practice people management principles. The People & Culture Advisor will manage the P&C team inboxes ensuring queries are responded to or directed to the appropriate P&C team member for actioning.

The People & Culture will coordinate and facilitate key People & Culture processes including recruitment & onboarding, employee document management including approvals, performance, learning & development, learning & development administration, work health & safety, due diligence, onboarding and offboarding.

DELIVERABLES

Provide guidance and support across the employee lifecycle

- Provide responsive advice, coaching and support to both employees and leaders in accordance with the NTV Enterprise Agreement, policies, procedures and relevant state and federal legislation.
- Coach, educate and support leaders on their specific people leader P&C process responsibilities.
- Provide guidance, coaching and support to leaders on P&C issues including employee relations matters including complaints/ grievances, performance, and other disciplinary matters in line with legislation and NTV policy and procedure, managing risk and best practice.
- Complete all relevant P&C operational processes across the employee lifecycle including recruitment, onboarding & induction, learning & development, performance, remuneration & benefits, employee relations, work health & safety including health & wellbeing, employee due diligence, reporting and offboarding.

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<ul style="list-style-type: none"> ▪ Support and work with people leaders to manage team member experience and successful development throughout the employee lifecycle.
<p>Systems & records management</p>
<ul style="list-style-type: none"> ▪ Update and maintain all P&C records, systems and databases to ensure that all information is current, accurate, accessible and stored correctly. ▪ Ensure appropriate approvals and document sign-off are coordinated and obtained in line with established P&C process. ▪ Ensure required compliance, due diligence and risk mitigation processes are completed in line with NTV requirements, policies, procedures and relevant legislation. ▪ Contribute to and recommend process and system improvements to enhance the candidate and employee experience and facilitate P&C best practice.
<p>Contribute to the continual development of P&C policies, processes and systems</p>
<ul style="list-style-type: none"> ▪ Identify and analyse emerging issues, trends, and information relating to employee life cycle activities to inform effective decision making, including preparing reports, submissions and information. ▪ Identify, analyse and recommend P&C continuous improvement opportunities. ▪ Coordinate the delivery of P&C initiatives and projects to improve P&C service, process, and the candidate and employee experience. ▪ Contribute to the review, development and update of P&C policies and procedures in line with relevant state and federal legislation and P&C best practice principles.
<p>Support in maintaining work health and safety</p>
<ul style="list-style-type: none"> ▪ Supporting the development and delivery of an annual employee well-being program. ▪ Manage workers compensation, ensuring compliance with each state’s workers compensation legislation and obligations. Acting as the Return to Work Coordinator
<p>Support in IR/ER and change management</p>
<ul style="list-style-type: none"> ▪ Support in upholding NTV’s Enterprise Agreement, ensuring the agreement is embedded into employment contracts, policies, and procedures. ▪ In consultation with managers, support the implementation of organisation change initiatives.

WHAT WE ARE LOOKING FOR IN THIS ROLE

<p>Skills</p> <ul style="list-style-type: none"> ▪ Experience providing administration, coordination, and reporting support for a People & Culture team and / or activities. ▪ Ability to pick up new systems quickly, familiar with SharePoint, Teams, Employment Hero (highly desirable) ▪ Proven ability to advice, support and coach leaders in delivering across all areas of operational P&C services. ▪ Proven ability to develop and maintain constructive and collaborative working relationships across all levels of the organisation. ▪ Highly developed communication and interpersonal skills with the ability to interact positively with a wide variety of stakeholders with confidentiality, professionalism and discretion. ▪ Strong support focus, balancing both the needs of employees and the organisation. ▪ Excellent attention to detail and passion for process and delivering work to a high standard.

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- Strong organisational and time management skills including the ability to manage competing and/or changing priorities and deliver to deadlines.
- Demonstrated initiative to improve P&C process and systems by making recommendations and suggestions.

Experience and Knowledge

- HR generalist advisory experience working across the full employee lifecycle.
- Good understanding of employment law, work health & safety, and working with enterprise agreements and modern awards.
- Experience supporting with and guiding employees and leaders with organisational change processes.
- Demonstrated skills and experience of developing and supporting the implementation of P&C systems, process, policies and procedures.
- Understanding and exposure to P&C best practice principles.

Qualifications/Competencies/Licences

- Tertiary qualification in Human Resource Management, Employee Relations, Organisational Development or related study discipline or work experience.
- Return to work experience highly valuable
- Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.

EXPECTED FOR ALL NTV STAFF

- Act in accordance with NTVs code of conduct, policies and procedures and is committed to NTVs vision, mission, values and service standards.
- Promote a 'safety first' culture and acts in accordance with NTV health and safety policies and risk management systems.
- NTV values equity, diversity and inclusion and promotes an inclusive and collaborative work environment where all staff, volunteers and service users feel welcomed, respected and valued and encouraged to fully participate, irrespective of their individual differences in background, experience and perspectives.
- Be curious, reflective and open to continuous learning and new ways of working.
- Complete all mandatory training in a timely manner, to support the delivery of high quality, safe and effective services.
- Contributes to innovation, quality activities and continuous improvement and openly share information and knowledge to enable optimal outcomes for the organisation.

Signature of Job Holder _____ Date signed _____