



# Position Description

## POSITION DETAILS

|                          |                                    |   |                                 |
|--------------------------|------------------------------------|---|---------------------------------|
| <b>Position Title:</b>   | Human Resources Manager            |   |                                 |
| <b>Location:</b>         | Head Office                        |   |                                 |
| <b>Reports To:</b>       | General Manager Operations         |   |                                 |
| <b>Direct Reports:</b>   | N/A                                |   |                                 |
| <b>Employment Status</b> | Full time <input type="checkbox"/> | Part time <input checked="" type="checkbox"/> | Casual <input type="checkbox"/> |

## OUR VISION AND PURPOSE

The Continenace Foundation of Australia’s (the Foundation) vision is for an Australian community free of the stigma and restrictions of all incontinence across the lifespan. We aim for this through research, advocacy, solutions, consumer education and professional development.

## STRATEGIC PILLARS

|   |
|---|
| <b>Ensure Better Access</b><br>To high quality continence information, resources, education and services in Australia.                                    |
| <b>Be a Leading Peak Body</b><br>That is widely recognised and acknowledged nationally and internationally as the Australian expert voice for continence. |
| <b>Be a Unified Body</b><br>That has the governance and organisational capacity to deliver our vision and purpose.  |
| <b>Grow Successfully and Sustainably</b><br>To ensure we can continue to achieve our vision and purpose.  |

## PURPOSE

The People and Culture Advisor is responsible for supporting the Foundation’s management team and all staff in activities across the whole employee lifecycle. These activities will contribute to the success of the Foundation’s Strategic Pillar ‘Grow Successfully and Sustainably’ by managing effective people processes and policies and providing sound employee relations advice.



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### VALUES AND BEHAVIOURS

| Values                | Behaviours   |
|-----------------------|--|
| <b>Accountability</b> | We are responsible for our individual and team actions and behaviours and the outcomes they produce.   |
| <b>Respect</b>        | We will respect each person within our organisation and all external individuals and stakeholders.   |
| <b>Integrity</b>      | We will act with integrity and be open and honest, within our teams and the organisation, and when dealing with all external individuals and stakeholders. |
| <b>Inclusiveness</b>  | There are no barriers to engagement and participation, no one is excluded, and diversity is celebrated.  |

### RESPONSIBILITIES

#### Recruitment and Onboarding

- Provide workforce strategic and operational guidance to ensure the best talent is recruited.
- Co-ordinate the recruitment lifecycle including:
  - Advertising
  - Review and shortlist applications
  - Phone screen/interview
  - Assist with applicant interviews where required
  - Conduct pre-employment checks
  - Employment Contract and Offer Management
  - Onboarding and Induction of new staff and contractors
  - Provide management and the Finance Department with regular/monthly reports on Human Resources activity (eg. staff changes, issues, legislation and regulatory changes).

#### Performance Management

- Assist managers with their staff's performance review processes including performance improvement plans.
- Support all performance management and professional development processes including:
  - Probationary Reviews
  - Annual Performance Reviews



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- Performance Development
- Performance Improvement
- Succession Planning.

### **Training and Development**

- Support training and development including:

- Develop and maintain a training register
- Coordinate training and professional development activities, including determining training and development needs, research providers, book facilities, catering etc
- Support managers to complete training/professional development plans and track progress
- Make recommendations and/or source professional development opportunities for staff relevant to their career journey.

### **Culture, Engagement and Wellbeing**

- Lead continued development of organisational culture and staff engagement strategies.
- Inspire and empower staff to perform to the best of their abilities.
- Coordinate Resilience Champion meetings, projects and workplans.
- Deploy and manage the bi-annual Culture and Engagement Survey.
- Implement culture, engagement and wellbeing initiatives.
- Provide feedback/reports to management as to the progress of wellbeing initiatives and surveys. Make recommendations to progress initiatives and staff culture.

### **People Policies and Processes**

- Maintain a register of Human Resource policies and procedures.
- Review and update current organisational policies and procedures relating to Human Resources to ensure industry best practice and legislative and regulatory requirements on a regular basis.
- Develop and deploy new Human Resources policies and procedures aligning with industry and human resource trends.

### **Employee Relations**

- Provide relevant, accurate and sound advice to managers and staff.
- Keep the Foundation's policies and management up to date with relevant legislation.
- Assist with National Continence Helpline Enterprise Bargaining Agreement.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Assist with all internal and external Human Resources related enquiries or requests.
- Assist with Human Resources projects as requested.

### **Work Health and Safety**

- Comply with Work Health and Safety legislation, policies procedures and reporting requirements.



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- Regularly report on progress of the WHS committee and make recommendations on areas of progress or improvement.
- Assist with the development and delivery of safety training, including sourcing suitable external providers where appropriate.

### KEY PERFORMANCE INDICATORS (KPI'S)

| Key Performance Indicators                                      |
|---|
| All employees   |
| Alignment to expected values and behaviours demonstrated.       |
| Compliance with Work Health and Safety Policies and Procedures. |
| Compliance with the Foundation's policies and procedures.       |
| Positive and effective stakeholder relationships and feedback.  |

| Key Performance Indicators   |
|--|
| Role Specific<br><i>(for eg. Projects delivered on time, within budget and variances reported)</i> |
| Retention of employees post probationary period.   |
| Performance Management processes completed on time.  |
| Training and Development needs actioned – employees upskilled.                                     |
| Culture and Engagement Survey results reported on and initiatives implemented.                     |
| Compliant, relevant and updated policies.  |



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### CORE COMPETENCIES

| TECHNICAL                             | PERSONAL ATTRIBUTES                              |
|---------------------------------------|--|
| Generalist Human Resources knowledge  | Stakeholder Management/Consultation              |
| Performance Management                | Time Management                                  |
| Employee Relations Advice             | Critical thinking and problem-solving skills     |
| Training Needs Analysis               | Resilience                                       |
| Employee Engagement                   | Effective communication and collaboration skills |
| Project Management                    | Accountability                                   |
| Recruitment and Selection             | Innovation                                       |
| Business Acumen and Analytical Skills | Leadership                                       |
| Administration                        | Adaptability and flexibility                     |
| IT Skills                             |  |

### QUALIFICATIONS

| ESSENTIAL  | DESIRABLE                                 |
|--|---|
| Human Resources related Tertiary or Australian Human Resources Institute (AHRI) accredited courses and/or Diploma. | Organisational Development or Psychology. |

### EXPERIENCE

| ESSENTIAL                         | DESIRABLE                 |
|-----------------------------------|---------------------------|
| Generalist Human Resources role   | Not For Profit/Government |
| Talent Acquisition                | Training and development  |
| Performance Management processes  |                           |
| Employee engagement and retention |                           |

This position description has been designed to indicate the general nature and level of work performed by employees within this position. It is not designed to contain or be interpreted as a total inventory of all duties, and responsibilities that may be required of employees assigned to the role.



Continenence  
Foundation  
of Australia

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### EMPLOYEE DECLARATION

I

*(Applicant's Name)*

hereby understand and accept the conditions of the position description as detailed herein for the position of

*(Position)*

**Employee signature**

**Date**