

## Position Description

### HR Manager (CMY119)

**Full-Time / Part-Time, FTE , Fixed term / Permanent**

Part-time /Full-time negotiable (0.8-1.0 FTE)

Fixed term with a view to permanent

**Salary and conditions**

Salary Package of approx. \$100,000 per annum including:

- Not-for-profit Salary Packaging which provides \$15,900 tax free
- Superannuation at 9.5%
- Pay rise of approximately 4% per annum
- Generous entitlements including cultural leave options and flexible work arrangements

**Award / Certified Agreement**

Individual Contract

**Reports To**

CEO

**Direct Report(s)**

2 – HR Advisor and HR Officer

**Contact Phone Number**

9340 3700

CMY is a not-for-profit organisation based in Victoria, providing specialist knowledge and support to young people from refugee and migrant backgrounds.

CMY has a strong track record in initiatives that improve outcomes for young people. Each year CMY:

- Works directly with young people through one-on-one support and group programs
- Creates leadership and participation opportunities for young people
- Supports others to work more effectively with young people
- Undertakes research and advocates for young people at local, state and national levels

CMY has up to 120 staff across eight offices in Ballarat, Carlton, Dandenong, Gippsland, Hoppers Crossing, Shepparton, Sunshine and Narre Warren.

### Position Summary

The HR Manager is a strategic management role providing specialist Human Resource and Industrial Relations expertise by way of advice and mentoring for staff and managers. Overseeing the HR lifecycle at CMY the HR Manager will develop, lead and implement cultural change, provide strategic and operational workforce management as well as dealing with complex business and people issues. Leading organisational change, collaboration and the ability to partner are key to the success of this role.

### Accountabilities

- Change management including leading and implementing the CMY Working Smarter Initiative, agile operating practices and procedures
- Industrial and employee relations interpretation and application of relevant legislation, agreements and awards
- HR Operations across employee lifecycle
- Workforce planning (strategic and operational)

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- Leadership and workforce development
- Organisational Development
- Health, Wellbeing and Safety
- Contemporary frameworks, policies and procedures
- HR compliance and reporting

| Role Competencies    | Responsibilities   |
|----------------------|--|
| <b>Strategic HR</b>  | <p>By partnering with key stakeholders across the business, following are key strategic priorities to be developed and implemented:</p> <ol style="list-style-type: none"> <li>1. Change Management – leading and implementing the Working Smarter Initiative (WSI)</li> <li>2. Strategic Workforce Planning</li> <li>3. Organisational Design and Structure</li> <li>4. People Strategy</li> <li>5. Organisational Development Strategy</li> <li>6. People Planning &amp; Performance framework</li> <li>7. Health, Wellbeing and Safety framework</li> <li>8. Lead renegotiation of CMY's EBA</li> </ol>   |
| <b>HR Operations</b> | <p>During the HR Advisor's absence:</p> <ol style="list-style-type: none"> <li>1. Act as a trusted advisor providing timely support on all HR related matters for leaders, managers and CMY staff</li> <li>2. Design contemporary HR policies and practices and provide advice and guidance once implemented</li> <li>3. Develop effective processes and systems to support the timely recruitment and onboarding &amp; induction of all staff</li> <li>4. Coach / mentor leaders across all areas of human resource management, including but not limited to recruitment &amp; selection, induction &amp; orientation, people development, performance management and disciplinary matters</li> <li>5. Provide advice, interpretation and application of relevant legislation, agreements and awards</li> <li>6. Oversee the preparation and issuing of all employee related correspondence</li> <li>7. Develop and maintain processes to effectively manage accurate and up to date HR records using the HR3 System</li> <li>8. Support managers to conduct crucial conversations with their people, including performance reviews, coaching and performance counselling conversations as appropriate</li> <li>9. Liaise closely with the finance team to maintain the pay plan</li> <li>10. Ensure legal compliance of HR records</li> <li>11. Provide regular and meaningful HR reports and updates for the leadership team and board</li> <li>12. Provide guidance and coaching support to HR staff</li> <li>13. Undertaken scheduled audit of personnel related records</li> </ol> |

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|--|---|
| <b>Health, Safety &amp; Wellbeing</b>          | <ol style="list-style-type: none"> <li>1. Develop and implement CMY's Safety Management System</li> <li>2. Manage staff related incident reports, including injury management and WorkCover claims</li> <li>3. Manage OHS compliance across CMY</li> <li>4. Chair OHS committee and oversee Health &amp; Safety Representatives (HSRs)</li> </ol>   |
| <b>People &amp; Organisational Development</b> | <p>People Development</p> <ol style="list-style-type: none"> <li>1. Strengthen employee relations and engagement through:             <ol style="list-style-type: none"> <li>a. clear internal communication strategy</li> <li>b. leadership learning program</li> <li>c. training and development opportunities</li> </ol> </li> <li>2. Lead the implementation of agile people development initiatives</li> <li>3. Implement effective probationary, planning and performance development processes to ensure staff are set up for success</li> <li>4. Support current and future business needs by developing, engaging, motivating and retaining staff</li> <li>5. Create and oversee CMY's annual training &amp; development calendar</li> </ol> <p>Organisational Development</p> <ol style="list-style-type: none"> <li>6. Lead and / or support initiatives that foster a positive and agile working environment within and across sites</li> <li>7. Create forums for staff gatherings – social, business updates and learning opportunities</li> <li>8. Create systems and tools to support effective planning and development that drive a high performing and agile culture such as: training and development plans; annual training calendar (including compliance training); site visits; coaching/mentoring and other programs identified for professional development</li> <li>9. Create mechanism for staff feedback (ie climate surveys, pulse surveys, stay interviews)</li> </ol> |
| <b>Communication</b>                           | <ol style="list-style-type: none"> <li>1. Create internal communication strategy and plan along with communication channels to support effective and timely communication across the business</li> <li>2. Support the leadership group and broader business with timely and effective communication and information sharing</li> </ol>  |
| <b>Personal Effectiveness</b>                  | <ol style="list-style-type: none"> <li>1. Manage own workload and priorities, in a proactive and time efficient manner</li> <li>2. Execute responsibilities logically and accurately, with good practices in checking own work, drilling down and problem solving in consultation with key staff</li> <li>3. Manage self and effectively deal with pressure</li> <li>4. Lead by example and in accordance with CMY Values</li> </ol>  |

## Key Selection Criteria

1. Proven working experience as a HR manager, or other senior role responsible for HR/OD in the not for profit sector
2. Experience leading and effectively implementing cultural and organisational-wide change
3. Experience in collaboratively designing and implementing effective improvement strategies
4. A comprehensive understanding of IR/ER legislation and HR processes including implementation of major change initiatives
5. Demonstrated experience in developing and managing pragmatic HR processes and driving people development initiatives
6. Tertiary qualifications in Human Resources or equivalent essential

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7. A strong client service focus with the ability to manage the paradoxical role of employee champion and genuine HR partner to key stakeholders
8. Highly developed written communication, interpersonal and facilitation skills.
9. Sound decision making skills with a focus on identifying and understanding HR issues and providing solutions

### Additional Information

- CMY takes Child Safety seriously and short-listed candidates are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process. These include but are not limited to Police Record and Working with Child Checks, and child safety focused referee checks.
- CMY is an Equal Opportunity Employer.
- In the context of Occupational Health and Safety all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.
- This role requires a capacity to work flexible hours including evenings and occasionally on weekends.
- A current driver’s license is required as this role requires a capacity to travel throughout Victoria, including overnight stays.

### Relationship to Performance Development and Review Plan

This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

CMY acknowledges and respects the privacy of individuals and handles personal information in compliance with Information Privacy Principles (Victoria) and the National Privacy Principles. Your personal information will be destroyed when no longer required.

I have read, understood and approve the above position description:

CEO Name .....

CEO Signature ..... Date ..... / ..... / .....

I have read, understood and accept the above position description:

Employee Name .....

Employee Signature ..... Date ..... / ..... / .....