

Manager – People and Culture



Position title:	Manager – People and Culture
Position reports to:	CEO
Hours per fortnight:	60.8
Award:	Social, Community, Home Care and Disability Services Industry Award 2010
Salary:	Level 7.1 plus superannuation (\$104,866 pro rata)
Location:	31-33 Tower Road, New Town

About the role

Our people are key to achieving our vision and mission. We need to recruit, support and retain a high performing, supported and highly engaged team.

The People and Culture Manager is responsible for the administration and coordination of a range of human resources functions. You will develop a People/HR strategy and support recruitment and retention, onboarding, learning and development, diversity, policy review, as well as key strategic initiatives. You will provide assistance on a range of strategic and operational human resources functions across the organisation.

You will report to the CEO and maintain a close working relationship with the executive leadership team.

About SASS

The Sexual Assault Support Service (SASS) is a community-based support and counselling service for those who have been affected by sexual abuse. SASS also offers primary prevention education for schools, organisations, community groups and individuals.

SASS is funded by the Tasmanian Department of Communities (DoC), the Australian Department of Social Services (DSS) and the Department of Education (DoE).

There are four operational areas within the organisation: counselling services (counselling and crisis response), training, administration and finance.

SASS is a values-based organisation, and these values listed below underpin the way we work:

- client-focus
- sincerity
- collaboration
- professionalism

As an employee of SASS, we will expect you and all staff to be committed to:

- Safeguarding children and young people. You will be required to adhere to the standards set out in our Safeguarding Children and Young People Policy with respect to keeping children and young people safe from any form of abuse. This includes mandatory reporting where required.
- Maintaining a safe and healthy work environment by working safely and adhering to all relevant policies and procedures.
- Actively engaging with regular internal supervision and professional development as relevant.
- Demonstrating professional workplace behaviours at all times in accordance with SASS's Code of Conduct and consistently adhering to organisational policies, procedures, standards and practices.

Level of responsibility

- In consultation with the CEO and executive leaders, develop a HR/People strategy that is aligned to SASS's strategic objectives, and design and lead relevant initiatives.
- Partner with the CEO and executive leaders to provide expert and informed advice and guidance on people matters.
- Develop and drive our recruitment and onboarding processes, while also ensuring SASS has a clear employee value proposition.
- Support payroll by providing the information for processing and assist with pay enquiries.
- Keep up to date with Fair Work legislation, NES, Modern award structures, and advise on changes and implications for the organisation.
- Maintain, update and improve Workplace Health and Safety (WHS) policies and practices to ensure compliance with relevant legislation and regulations and manage any compensation claims or related matters.
- In collaboration with the Continuous Quality Improvement Manager, develop new policies and procedures as well as reviewing and maintaining existing policies and procedures on a schedule and as needed basis.
- Support the development and scheduling of a learning and development program to build employee capabilities in specific competencies.
- Preparation, analysis and reporting of People and Culture metrics, addressing key trends, risks and opportunities.
- Support culture and workplace activities, such as internal communications and staff engagement surveys.
- Ensuring all employee records are maintained accurately and in a timely manner, and confidentiality is protected where required.

Qualifications, training, and experience

Essential

- A National Police Check
- Working With Vulnerable People Registration
- COVID vaccinations

Desirable

- Current driver's licence

Selection criteria

The following knowledge, skills, and experience are required for the position:

- You will have relevant Tertiary qualifications and/or Certificate IV in Human Resource Management or a related field (or equivalent demonstrated experience).
- You have at least 3 years' experience supporting people and culture work, including development and/or delivery of strategy, recruitment and onboarding, cultural and engagement activities, legal compliance, and WH&S.
- You have excellent communication skills and can relate to people at all levels.
- You can create useful resources that help people in their day-to-day work and keep accurate records and reporting documentation.
- You understand people and how to create environments where they can be their best.
- You have excellent organisation, project, and time management skills.
- Ability to work autonomously and as a supportive team member.
- You understand work related to trauma.