

**Human Resources Manager  
Position Description  
February 2025**

<b>Title:</b>	Human Resources Manager
<b>Classification:</b>	Manager Grade 1 Level A to Manager Grade 2 Level E (According to award and relevant qualifications and experience)
<b>Salary:</b>	<p>\$91,066.52 to \$107,274.62 plus the applicable Superannuation Guarantee Rate per annum for a full time position (According to Djerriwarrh's internal scale).</p> <p>Staff also have the ability to access "tax free" benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains its PBI status.</p>
<b>Status:</b>	Full time (part time (0.8) negotiable) initial 12 month contract with the possibility of extension
<b>Award:</b>	Labour Market Assistance Industry Award 2020

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**ORGANISATIONAL CONTEXT:**

Djerriwarrh Community & Education Services (Djerriwarrh) is a highly regarded not for profit charitable organisation which has been delivering high quality education, training, employment and youth programs in the western suburbs of Melbourne since 1989. Djerriwarrh's Mission Statement is 'empowering individuals and local communities to learn, connect and grow'. Djerriwarrh works in partnership with the community, other community based organisations, participants/clients and local, state and federal governments.

Education and training services including:

- Adult Community & Further Education (Learn Local provider)
- Vocational Education and Training (VET)
- Government (State and Federal) contracted training (Skills First)
- Skills for Education and Employment (SEE) and the Adult Migrant English Program (AMEP) trading as Learning for Employment
- Literacy and Numeracy services
- Djerriwarrh Community College
- Djerriwarrh Neighbourhood House

Youth services including:

- School Focused Youth Services
- TAC L2P Learner Driver Program
- Better Futures
- Reconnect
- Homework Club

Employment services including:

- Jobs Victoria Mentors (JVM)
- Parent Pathways

### **DJERRIWARRH'S VALUES:**

*Caring* – we provide a safe and welcoming environment for all.

*Respectful* – we treat all people fairly and equally.

*Inclusive* – we are welcoming and put people first.

*Adaptable* – we respond to individual and community needs in a creative and flexible way.

*Accountable* – we take responsibility for our decisions and follow through on our commitments.

Djerriwarrh is committed to quality, innovation and promoting a culture of continuous improvement in its governance, management and service delivery.

Djerriwarrh is committed to child safety and all staff, volunteers and board members have a responsibility to prevent child abuse and respond appropriately to allegations.

All Djerriwarrh employees have a shared responsibility to identify and manage risks particularly those associated with children and young people attending the workplace.

Djerriwarrh is committed to providing a safe and inclusive environment for all children and young people from all cultures including from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds, gender and sexually diverse people and people with a disability.

### **POSITION OBJECTIVES:**

As a member of the Business Services Team, the Human Resources (HR) Manager will provide business focused HR advice and services that align to Djerriwarrh's organisational objectives at both the strategic and operational levels. By developing strong relationships with management across program areas and sites including the school, Djerriwarrh Community College, the HR Manager develops and implements HR initiatives to support an inclusive and engaging culture.

While very much a hands-on generalist role, this position also serves as an internal consultant, advising and coaching managers on human resource-related issues across the employee life-cycle from onboarding to offboarding, including, but not limited to, workforce planning, recruitment, diversity, equality and inclusion practices and performance management. The HR Manager will also coordinate compliance training and HRMIS software modules (ELMO) in consultation with the Compliance Manager. The position will also be required to support aspects of the WHS function including injury management and return to work.

### **DUTIES & RESPONSIBILITIES**

#### *HR Strategy and Planning*

Coordinate and support the CEO, Leadership team and Senior Managers with the development and implementation of organisation wide initiatives such as, but not limited to:

- Reconciliation Action Plan (RAP)
- Domestic and Family Violence Policy, procedures and awareness training
- diversity, equality and inclusion practices (WGEA & Workplace Gender Equality Act 2012)
- implementation of psychological health regulations and reporting

#### *HR Employee Lifecycle*

Provide HR generalist services and advice across the employee life cycle from onboarding to offboarding including:

- consulting with respective managers on workforce planning to determine staffing needs, levels and contracts across sites
- assisting managers where required with creating job advertisements, communicating with potential candidates and participating in selection panel interviews and referee checks
- coordinating employee contracts and onboarding activities
- confirming and advising on employee entitlements/conditions of service according to the relevant award
- coordinating site and role inductions in consultation with managers
- coordinating HR related compliance training and accurate record keeping to meet legislative requirements in consultation with the Compliance Manager
- supporting managers with probation reviews and associated reports
- conducting exit interviews with timely summary reports to CEO

#### *People Performance, Learning and Development*

Coordinate and provide timely support to managers on performance-related issues across sites for staff and contractors to promote a safe, equitable and inclusive workplace environment including:

- upskilling managers with their HR duties and responsibilities for employees in their team(s)
- assisting managers to conduct effective annual performance reviews and performance plans
- assisting with performance improvement plans and/or discussions of underperformance or behaviours not in line with organisational values or Code of Conduct
- ensuring existing HR policies and procedures are streamlined and updated as necessary
- researching and organising suitable training programs for staff in collaboration with the Compliance Manager
- establishing appropriate service delivery agreements with employee support services such as the EAP

#### *WHS & Risk management*

Support the implementation of the organisation's risk management plan and aspects of the WHS function including:

- injury management and return to work
- coordinating test and tag across sites
- monitoring and updating the risk management register for HR and WHS in consultation with the CEO (or delegate)
- attending and contributing to relevant meetings as required
- leading the WHS Committee and Site Inspections in consultation with the CEO or delegate

#### *HRMIS*

- identify opportunities for the improvement of HR systems and processes including the automation of key processes related to the employee lifecycle
- support delivery of the organisational training plan in collaboration with the Compliance Team.

#### *Administration – HR Records, Data Analysis and Reporting*

Ensure timely collection and distribution of HR trend data analysis and reports to management including but not limited to:

- compliance checks
- performance appraisals
- compliance training
- staff turnover, staff leave and absenteeism

#### *Stakeholder Engagement*

- attending Business Services Team meetings
- liaise and consult with Managers and leaders across the organisation to coordinate and support their HR needs and requirements
- liaise and consult with relevant external providers and suppliers to deliver quality business outcomes
- perform other duties as directed by the CEO

#### **CONDITIONS OF EMPLOYMENT:**

The HR Manager is a full time position (part time (0.8) negotiable).

Remuneration falls under the Labour Market Assistance Industry Award. Salary is within the range of \$91,066.52 - \$107,274.62 plus superannuation. This position may access "tax free" benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains the PBI status.

The starting salary is dependent on relevant qualifications and experience. A probation period of 6 months applies to this position.

#### **Confirmation of employment**

Confirmation of employment with Djerriwarrh is subject to the provision of:

- Satisfactory outcome of Nationally Coordinated Criminal History Check (NCCHC) and Working with Children Check. A Working with Children Check is the responsibility of the employee.
- A valid Australian visa with work rights (if applicable).

#### **Workplace Health and Safety (WHS)**

All employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety.

All employees are responsible for their own safety and that of fellow employees. All employees must:

- Report unsafe or unhealthy work practices to WHS representatives, coordinators and/or managers.
- Comply with WHS policies and procedures (including updated COVID-19 Safe practices and plans) and to follow directions given by coordinators, managers or any WHS and Emergency Response Team representatives in relation to safe work practices.
- Comply with all current government and health expert advice, including Chief Health Officer Directions, regarding COVID-19 safe practices and requirements.

#### **Site flexibility**

Staff may be required to work at any of the Djerriwarrh sites including outreach sites. Djerriwarrh's head office is based in Melton with other sites in Sunshine and Ballarat.

## **Drivers licence**

A current driver's licence is required.

## **Pre-existing injury**

The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be adversely affected by employment in this position. This will assist Djerriwarrh in providing a safe work environment for new staff.

## **KEY SELECTION CRITERIA**

### ***Mandatory:***

- KSC 1: Knowledge and evidence of practical application of contemporary HR practices and strategies including but not limited to employee life-cycle processes, compliance, HR policy requirements and performance management and development.
- KSC 2: Knowledge of Australian workplace legislation including Workplace Gender Equality, Occupational Health & Safety and Return to Work processes.
- KSC 3: Computer literacy in the standard Microsoft programs (Word, Excel and PowerPoint) as well as HRMIS skills and experience including an understanding of software platforms to manage employees, processes and pay such as ELMO.
- KSC 4: Excellent verbal and written communication skills with a focus on supporting employees and developing positive working cultures according to HR business policies and processes.
- KSC 5: Strong project management skills with the ability to plan, coordinate, implement and review initiatives across the organisation in partnership with managers.
- KSC 6: Strong organisational and self-management skills with the ability to work autonomously to assess, prioritise and manage a varied workload to meet workplan timeframes.

## **QUALIFICATIONS/SPECIAL REQUIREMENTS:**

- Minimum 3 years' experience in a similar HR role
- A Degree or Diploma in Human Resources (or equivalent)
- Return to work certification and experience

## **REPORTS TO:**

Chief Executive Officer

## **SUPERVISES:**

This role has no direct reports currently.

**IMPORTANT NOTES:**

- Djerriwarrh actively encourages applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds, gender and sexually diverse people and people with a disability.
- Services comply with the provision of relevant Commonwealth, State or local government legislation, which has direct or indirect implications for the service.
- Services are conducted free from any sexual harassment and any unlawful discrimination which contravenes the:
  - ▶ Racial Discrimination Act 1975
  - ▶ Sex Discrimination Act 1984
  - ▶ Disability Discrimination Act 1992
  - ▶ Disability Act 2006
  - ▶ Equal Opportunity Act 2010
  - ▶ Charter of Human Rights and Responsibilities Act 2006
- Services are conducted in compliance with relevant sections of the:
  - ▶ Privacy Act 1988
  - ▶ Freedom of Information Act 1982
- Djerriwarrh is a child safe organisation and complies with:
  - ▶ Child Wellbeing and Safety Act 2005
  - ▶ Worker Screening Act 2020
- Djerriwarrh 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.
- Djerriwarrh has in place an information security management system. All staff are required to comply with the relevant policies and procedures to protect the integrity and security of any information created or collected for the purposes of delivering our services and programs.
- COVID-19 Response – Djerriwarrh complies with all current government and health expert advice for conducting a COVID-Safe business and has established COVID-Safe Plans across all our service and administrative site locations.

<b>Declaration</b>	
My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.	
<b>Employee</b>	Name: ..... Signature: ..... ___/___/___
<b>Manager</b>	Name: ..... Signature: ..... ___/___/___