



POSITION DESCRIPTION

People, Culture & Capability Advisor

Function:	People, Culture & Capability
Award, Grade and Level:	SCHCADS 2010; Colony 47 Inc. EA 2017 Schedule A Community Services Employee Level 4.1
Employment Conditions:	Full Time; Part Time (0.8 or above)
No. Direct Reports:	Nil
Reports To:	People, Culture & Capability Manager
Location:	Hobart
Revision Date:	January 2019

Staff member signature:.....

Position Objectives

This position provides generalist HR support to Colony 47 staff and will contribute to the growing scope and impact of the People, Culture & Capability function.

This position is accountable for staff onboarding and induction; recruitment administration and support; establishment, maintenance and reporting of a range of people metrics; diagnosis of organisational challenges and contribute to solution interventions; leading Workplace Health, Safety and Wellbeing; Workers Compensation administration; the delivery of timely, accurate people-related transactions and processing; maintenance of employee information; and a range of other duties as directed by the PC&C Manager.

Program Objectives

The People, Culture & Capability function is responsible for the provision of support and advice in people-related activities. This includes the development and maintenance of appropriate processes, practices, policies, systems and documentation; driving ongoing development of a respectful, supportive and performance-based organisational culture; ensuring the organisation has the right employees in the right roles to achieve high-performance delivery of its commitments to consumers, funding bodies and the community; ensure training and learning opportunities enable best-practice service delivery; and the provision of support and expertise in the strategic long-term direction of Colony 47’s Programs.

Organisational and Working Environment

Colony 47 is dedicated to support people to achieve their goals in life. We are committed to upholding our Vision of “a thriving, connected and diverse community where no-one is left behind”.

To be successful in our dealings with our colleagues and community all employees are required to act in accordance with the organisation’s Values – *People First; Engaging; Leading and Creating a Legacy; Learning and Growing; Grounded and Real; and Happy, Healthy and Having Fun.*

Code of Conduct

All employees of Colony 47 must abide by the Colony 47 Code of Conduct.

Health and Safety:

All employees of Colony 47 must be aware of and comply with requirements of the relevant Workplace Health and Safety legislation and associated regulations. This includes taking responsibility for your own health and safety and that of others in the workplace and complying with Colony 47 work health and safety policies and procedures.

Annual Performance Review

An annual performance review will be conducted using the Colony 47 Performance Management Process and is based on the Position Description. Work Review Records will be conducted at interim periods. The successful completion of both these processes are the responsibility of the employee and their manager.

Enterprise Bargaining Agreement

Employees are covered by the Social, Community, Home Care and Disability Industry Award 2010 and the Colony 47 Enterprise Bargaining Agreement 2017.

Level of Responsibility and Supervision

The PC&C Advisor receives general direction from the PC&C Manager in regard to the scope, prioritisation and delivery of streams of work and tasks. Under regular supervision this position provides the potential for increasing autonomy and responsibility as the core functions of the role are established and sustained.

Key Tasks and Duties

Service Delivery:

- Support the People, Culture & Capability team to deliver high quality outcomes and support to Colony 47 Leadership, employees and the Board;
- Establishment and maintenance of beneficial relationships with internal and external stakeholders;
- Identification of risks, process and operational opportunities, and outcomes-based solutions;
- Provision of general People & Culture support and advice to staff at all levels to build organisational capability;
- End-to-end management of recruitment campaigns;
- Continuous improvement, management and delivery of staff onboarding experience including Colony 47 and Program-specific induction;
- Management of Employee Files, Incident Reporting, Workers Compensation processes and other relevant People, Culture & Capability documentation;

- Development of internal reporting practices to measure and track organisational data to inform the tactical and strategic plans;
- Management of Colony 47 people-related systems such as Chris, SharePoint and external databases;
- Administrative support to and active membership of the Safety, Health and Wellbeing Committee;
- Support the Quality Assurance team with document control, internal and external audits.

Organisational and Team-based Responsibilities:

- Exercise consistent high levels of discretion and professional judgement, appreciating that the content of much of the information handled is of a private and sensitive nature;
- Lead with your integrity, compassion and respect for others;
- Contribution to a positive, respectful and healthy team environment through:
 - Promoting and role modelling the Colony 47 Values and Code of Conduct;
 - Supporting our employees to achieve their goals;
 - Recognising and leveraging the diverse perspectives, experience and contributions our employees, consumers and stakeholders offer;
 - Appropriate use of organisational resources.

Position Requirements

Knowledge:

- Knowledge of office and administrative systems.
- Exceptional written, verbal and interpersonal communication skills;
- Sound understanding of the principles of professional conduct including confidentiality, objective judgement and impartiality.
- Appropriate ICT skills, or the ability to develop, for the Colony 47 environment including Microsoft Office, Data Base Management, e-mail and Internet and basic graphic design skills.
- Ability to quickly acquire a sound knowledge of Colony 47's purpose, structure, policies and the services and programs we deliver.

Qualifications:

- Successful completion of a Bachelor Degree is highly desirable.

Experience:

- Knowledge of office and administrative systems;
- Experience making decisions and providing advice in situations where information is incomplete.

Additional Requirements:

- Maintain a satisfactory National Police Check;
- Maintain a satisfactory Tasmanian Working with Vulnerable People card.

Key Selection Criteria

1. Experience working successfully with people from a diverse range of backgrounds;
2. Demonstrated experience in contributing to a positive team environment, including demonstrating a high level of interpersonal, negotiation and collaborative skills;
3. Experience in working with multiple sources of information, tracking and analysing data to demonstrate trends and inform decisions;
4. In the absence of direct authority, successfully influence and engage a range of stakeholders to drive change, culture and continuous improvement of people-related activity;
5. Successfully balance your high attention to detail and high-performance mindset with your drive for results, ability to manage competing priorities and deliver to agreed timeframes and standards;
6. Demonstrated ability to lead through Colony 47's Values and Code of Conduct and holding others to the same high standards you hold yourself.