



21 Carrington Road Marrickville NSW 2204
 PO Box 604 Marrickville NSW 1475
 Tel: (02) 9559 5299
 Fax: 02 9559 1669
 Web: www.absec.org.au

Group Manager, People and Culture

Role:	Group Manager, People and Culture
Reports to:	Chief Executive Officer
Direct reports:	LDC Manager P&C/WHS Business Partner Payroll Officer (TBC)
Hours:	Fixed Term, Full Time (35 hours / week)
Award:	Salary range 100k-120k, commensurate with experience (not-for-profit salary packaging available), superannuation,
Business unit:	People and Culture

ABOUT ABSEC

AbSec (NSW Child, Family and Community Peak Aboriginal Corporation) is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out-of-home care policy to the NSW Government, and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

AbSec Learning and Development Centre (AbSec LDC), a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

OUR VISION

Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities. They are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

OUR PRINCIPLES

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them
- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

PURPOSE OF THE POSITION

The Manager, People and Culture is primarily responsible for partnering with the business to design, develop and implement strategies that will attract, engage, and develop employees and build upon a high-performance culture. This position will provide strategic HR & IR advice, improve business practices, lead complex projects, and ensure compliance with relevant regulations and policies.

KEY ACCOUNTABILITIES

- Strategic**
 - Maintaining strategic partnerships and relationships within the organisation, and externally, to collaboratively achieve business objectives and deliver outstanding support services.
 - Influencing organisational and cultural changes needed to achieve strategic objectives by cultivating commitment to change and helping overcome resistance to change.

- Operational**
 - Lead and manage all human resource functions through a business partnering service model to provide relevant and responsive frameworks and procedures to support the effective functioning of the business.
 - Oversee the financial management and supervise the performance of the financial team to ensure that AbSec financial systems are; to a standard acceptable to the funding bodies, membership and community, are carried out within budget and reporting is delivered at a level of industry best practice
 - Contribute to the development of a collaborative high performing organisational culture by building employee and organisational capability.
 - Provide sound and expert advice to the CEO on operational people matters, risks, issues, and trends to keep managers informed and supported including coaching managers in relation to change management, engagement, and workforce planning issues.
 - Develop, implement, and monitor systems, policies, and procedures to ensure compliance with legislative requirements and standards.
 - Lead Work Health and Safety (WHS) and Injury Management services including reviewing and recommending improvements to WHS and risk management strategies to facilitate compliance with organisational objectives, relevant legislation, regulations/codes of practice and standards, and facilitate the management of WHS and well-being issues, injury prevention, injury management and well-being programs across the business.
 - Oversee AbSec's Registered Training Organisation with a strong focus on quality learning outcomes and targeted growth in line with the AbSec's strategic objectives.
 - Provide leadership and supervise the performance of the People and Culture team by setting clear work objectives, assessing performance, providing feedback, and development and coaching to build employee capability.
 - Manage complex workplace people issues including grievances, performance improvement, conduct and other investigations, disciplinary matters to build a harmonious and productive working environment.
 - Identify, analyse, and review emerging people and culture policy issues and trends, review and interpret relevant areas of research and provide evidence-based and industry best practice recommendations.
 - Develop and implement an Aboriginal employment strategy.
 - Identify, advise, and ensure that all training and professional development programs and requests are in accordance with AbSec's strategic and operational plans.

- Organisational Contribution**
 - Work collaboratively with members of the Leadership Team to achieve AbSec's strategic goals.
 - Consistently acts in accordance with AbSec's values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making.
 - Comply AbSec Policies and Procedures, including WHS, Governance and Delegations, and the AbSec Learning and Development Centre Quality Manual.
 - Participate in organisational and professional development activities as directed.
 - Recruit, train and manage P&C staff in accordance with AbSec's policies and procedures.
 - Undertake other duties within the scope of this role, as directed.

- Key relationships for success**
- Chief Executive Officer and Group Managers.
 - All staff to ensure robust input into activities.
 - Aboriginal community-controlled agencies, including member agencies.
 - Local government representatives to inform about AbSec's agenda.
 - Non-government agencies to leverage support and negotiate opportunities or differences.
 - Aboriginal communities, children, young people, and families to source input and create awareness of project objectives.

SELECTION CRITERIA

Essential Criteria:

- Relevant tertiary qualifications in Human Resources, Business, or other relevant discipline.
- A minimum of 5 years' experience in any senior function within Human Resources.
- Membership with the Australian Human Resource Institute (AHRI) or similar.
- Applied knowledge and understanding of contemporary HR practices and performance management systems. Experience in providing strategic and operational expertise and coaching across a broad range of human resource functions to management and staff.
- Demonstrated experience influencing and leveraging relationships to gain commitment to action that support business objectives.
- Demonstrated experience in overseeing financial management of an organisation with multiple funding sources
- Demonstrated experience in workforce planning, developing best-practice HR systems and driving organisational change projects to a successful completion.
- Experience in overseeing end to end recruitment, induction, and on-boarding, and learning and development process.
- Practical knowledge of WHS systems, Workers Compensation and WHS Committees.
- Knowledge of job design, analysis, and role evaluation. Sound knowledge of Industrial Relations legislation and regulations.

Desirable Criteria:

- Aboriginality
- Understanding of the importance of cultural connections for Aboriginal children, young people, families, and communities

NOTES

- Applications must directly address the selection criteria and indicate level of experience and achievement in each area.
- The preferred candidate will be engaged on a fixed term contract
- Work outside of the normal hours of duty and some business travel may be required.
- Employment will be subject to a National Police Clearance and an NSW Working With Children Check. This is a core requirement of this role.
- The successful applicant will be required to respect AbSec policies and procedures; a full list of these will be provided upon employment.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.
- Appointment to this position of a person not currently an employee of ABSEC will be subject to a probationary period of 3 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged - Aboriginality is a genuine occupational requirement, and documentation may be required to demonstrate.

To apply, interested applicants are required to address the selection criteria demonstrating their experience against each point, submit a cover letter (maximum two pages) and current CV (maximum five pages).

For Further Information: Please contact Tracey Keevers-Keller tkk@absec.org.au or 0295595299

Applications can be emailed to: recruitment@absec.org.au or posted to PO Box 604 Marrickville NSW 1475

Applications Close: 28th May 2021