



Position Title:	People and Culture Lead
Reporting to:	Operations and Finance Director
Team/Department:	People and Culture
Location:	Based in any Action Centre
Hours:	60 hours per fortnight
Grade:	Level 9
Effective Date:	01 September 2020

Position Overview: The People and Culture Lead is involved in all aspects of the human resources function and is responsible for providing workplace solutions in line with Amnesty International Australia's (AI Australia's) vision and values. The People and Culture Lead will support managers on human resources matters providing mentoring and advice on strategic aspects of an employee's lifecycle and overall staff culture.

The role is involved in the continuous improvement of policies and practices ensuring that AI Australia is able to meet its changing needs and create positive human rights change. The position will ensure compliance with all workplace regulations and be an upholder of the Enterprise Agreement.

The People and Culture Lead will be accountable for guiding best practice job design, recruitment and induction for the organisation, ensuring that AI Australia continues to attract and employ talented and committed individuals.

- Main Responsibilities:**
- Overall management of the human resources function, ensuring a best practice approach. Develop and maintain annual plans, budgets, compliance training and core processes;
 - Provide HR generalist support and advice, including assisting the Amnesty Management Team in developing policy and longer term strategies and plans;
 - Coach and assist in the organisation's approach to performance management, including supporting managers conducting counselling and support of staff;
 - Provide advice and support to managers in relation to job design, recruitment and onboarding. Develop manager's skills in terms of identifying, attracting and retaining talent. Support processes and tools for staff recruitment including interviewing, testing, selection and contracting of staff;
 - Represent AI Australia and liaise with the union representatives on industrial relations matters. Ensure implementation and compliance of the Enterprise Agreement and any other industrial elements within the Australian legal context. Maintain knowledge of employment law, privacy, EEO, WHS and anti-discrimination; and ensures its application within AI Australia;
 - Manage and implement the remuneration system, including; grading of roles,



undertaking salary surveys and benchmarking;

- Manage the bi-annual self audit for payroll and leave compliance;
- Provide support to AI Australia's Work Health and Safety consultation process, including management of workers compensation claims and reporting;
- Advise, facilitate and arrange training in accordance with organisational development needs and legislation/regulation;
- Develop and maintain monthly human resource metrics and quarterly dashboard metrics for management and Board;
- Lead the communications and tracking of the bi-annual performance review process;
- Provide advice and coaching to management to ensure positive organisational behaviour and culture, including conducting and analysing the annual staff survey. Assist in ensuring policies and practices lead to positive workplace diversity and support the Reconciliation Action Plan (RAP);
- Lead and manage the annual development and review of AIA policies and procedures;
- Manage relationships with external providers, including for recruitment, workplace legal advice and training. Manage People and Culture contractors and interns/volunteers as required;
- Manage and support direct reports including providing direction, feedback, coaching and supporting development on an informal and formal basis;
- Producing and delivering communications as relevant to the role, using a range of channels and technologies
- Performing the role to a high standard within agreed timelines, and in line with AI Australia's vision
- Other tasks within your skills and competence as required

**Essential Qualifications,
Skills and Experience:**

- High level communication, interpersonal skills and EI (written, face to face, telephone, social media);
- Solid experience providing accurate, timely, and strategically aligned human resource solutions to a range of stakeholders, preferably within a not-for-profit environment;
- Tertiary qualifications in human resource management or related discipline;
- Sound working knowledge of the Australian industrial relations system, including the Fair Work Act, WHS legislation and other related regulations;
- Sound experience of workplace conflict resolution methods and their application;
- Demonstrated ability to build positive internal and external relationships ideally within a unionised environment;
- Strong independent work ethic with proven organisation and time management skills;
- Focussed attention to detail;
- Demonstrated experience in or commitment to working with rights holders.



**Desirable Qualifications,
Skills and Experience:**

- Experience in appearing at Fair Work or state Industrial Relations Commissions;
- Experience in developing and conducting workplace training programs;

Key Relationships

- Operations and Finance Director
- People & Culture Assistant
- Employees
- Operations Team
- Joint Consultative Committee
- Union representatives
- WHS representatives
- Suppliers and consultants
- Fair Work

How we work:

In meeting the responsibilities set out in this Position Description, all AI Australia staff are expected to:

- Facilitate, empower and enable the active participation of rights holders
- Be a positive advocate for Amnesty and our work, demonstrating our values of Empowerment, Integrity, Persistence and Courage
- Demonstrate emotional intelligence and a commitment to excellence in your interactions with colleagues, supporters, stakeholders and members of the public
- Always act in the interest of members and supporters
- Work with and empower volunteers, activists and members
- Support the general on-site functioning of the Action Centres
- Implement the principles of Equal Employment Opportunity and actively contribute to growing a more diverse and inclusive Amnesty
- Understand your Work Health and Safety (WHS) responsibilities and ensure the health, safety and wellbeing of yourself and others at work
- Contribute to the quality and hygiene of organisational data and protect privacy
- Produce and deliver communications that are relevant to the role, using a variety of communications channels and technologies
- Develop understanding of human rights issues and social change methods and tactics, including experience of mass mobilisation, activism, organising, fundraising and campaigning techniques



About Amnesty International Australia

We are an independent, global movement that campaigns courageously for human rights for everyone.

We're ordinary people from all walks of life, using our passion and commitment to bring torturers to justice, change oppressive laws and free people imprisoned just for voicing their opinion.

We're independent of any government, political ideology, economic interest or religion to ensure we can speak out on human rights abuses wherever they occur.

We stand for equality, justice, freedom, and human dignity and uphold these values:

- **Empowerment** – we build people power
- **Persistence** – we are resolute in pursuit of our goals
- **Integrity** – we hold ourselves to the highest standards
- **Courage** – we are fearless in upholding human rights

Every day we move closer to a world where human rights are enjoyed by all.

Acceptance

Name: _____

Signature: _____

Date: _____

