

Position Description

Position:	People and Culture Lead	Award Level:	SCHCADS Level 7
Program:	Support Hub	Location:	Parramatta
Reports to:	Chief Executive Officer		

One Door Mental Health (ODMH) is a leading for-purpose service provider for people living with mental illness, their families, and carers.

About the Position

The People and Culture Leads works collaboratively with the Executive Leadership Team in developing a contemporary people and culture framework aligned to One Door's strategic plan. The People and Culture Lead is responsible for administering the HR functions of the One Door, including the development, implementation and ongoing review of HR policies and practices that are best fit in achieving high performance standards and build a strong values based culture in adhering to legislative compliance.

What we ask of you

- Actively promote and demonstrate [ODMH values](#)
- Lead the development and implementation of People and Culture objectives in alignment to One Door's strategic plan.
- Enable and support change management initiatives.
- Working closely with the Chief Operating Officer to guide Operations Lead/Recovery2gether Coaches to provide effective coaching techniques to teams.
- Manage industrial matters to ensure compliance with the Fair Work Act, employment related legislation including award interpretation and position classification (in conjunction with Industrial Relations Consultant as required).
- Manage projects and initiatives, including but not limited to talent acquisition, promoting One Door as an employee of choice, employee, volunteer and student engagement and employee wellbeing and retention.
- Management employee grievances and investigations (where required) supported by the People and Capability Adviser.
- Review, development and implementation of HR practices to support Teams and Coaches.
- Oversee Workers Compensation compliance and management of risks for One Door.
- Provide employee relations advice and employee wellbeing matters for initial evaluation.
- HR compliance, monitoring and reporting to maintain compliance for employee clearances and checks.
- Administration of HR systems with shared responsibilities with the Talent and Capability Advisor and Admin Support.

- Review and implementation of HR systems to streamline HR practices.
- Lead the implementation of One Door's capability framework supported by the People and Capability Adviser.
- Provide leadership, coaching and development opportunities to the People and Culture team.
- Work within ODMH [policies and protocol](#).
- Demonstrate commitment to the care, safety and wellbeing of self and others in work environment

Your key skills and experience

- Relevant tertiary qualification in Human Resources Management with a minimum of 10 years experience.
- Leadership skills and the ability to create effective teams and work with cross functional project teams.
- Demonstrated ability to develop strategy and to develop and deliver programs of work to achieve the strategic goals.
- Sound understanding of employment legislation and confidence with interpreting and applying Modern Awards.
- Industrial/employee relations experience with the ability to support case management.
- Highly developed written, oral communication and interpersonal skills, including advisory, negotiation, influencing and problem solving skills.
- Demonstrated experience to collaborate and build positive relationships with all stakeholders.
- Strong Project management and change management skills.
- Experience with Human Resources Management systems.
- Demonstrated computer literacy to use Microsoft programs and the capability to learn other applications.