

POSITION DESCRIPTION

Position:	Human Resources Manager
Reports to:	Director Corporate Services
Direct Reports;	Payroll Co-ordinator, 2 HR Business Partners, Senior Recruitment Advisor
Status:	Full time
Location:	340 Bell Street Preston and other VACCA work locations as determined

BACKGROUND

The Victorian Aboriginal Child Care Agency (VACCA) is the largest organization of its kind in Australia. VACCA is an Aboriginal community-controlled organization that supports and advocates for the Aboriginal community. Our strength lies with our people. Our team is committed to the organisation's vision and values; advocates for our children and other vulnerable community members; and shows respect for, observance and compliance with Aboriginal cultural protocols, practice and ceremony. Our Aboriginality is what distinguishes us from mainstream services and what enables us to deliver the positive outcomes we achieve for our people.

VACCA employs over 600 staff and delivers more than 70 programs across the state. VACCA's experience and expertise in the delivery of therapeutic interventions are underpinned by culture, connection, and healing. VACCA designs, develops and delivers programs with self-determination and an understanding that the intergenerational trauma experienced by our community requires intergenerational and community healing.

Central to VACCA's work is the importance of connection to family, community and culture as essential to Aboriginal children's safety, stability and ensuring that they have an ongoing sense of belonging. As Victoria's largest Aboriginal child welfare agency, VACCA will play a key role in the process of transitioning the care and case management of Aboriginal children from government and non-Aboriginal organisations to Aboriginal community-controlled organisations following the recent decision of the Victorian Government.

OUR VISION

Aboriginal self-determination - Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

PROGRAM AREA

The Corporate Services area plays a key role in supporting VACCA programs and services to meet the aspirations of the organisation, the Aboriginal Community, and the expectations of our funding bodies. Corporate Services supports the shared effort of all VACCA staff working out of multiple sites and is specifically responsible for leadership in:

- Financial management
- Human resources management including payroll and OH&S
- Information technology management
- Information management including records management
- Asset management, including contract management, and fleet management Risk management and governance

The area is led by the Director, Corporate Services and a team of specialist managers.

Human Resources works in partnership with VACCA's leadership to maximise VACCA's impact in delivering high quality client services through the efforts of our employees. The Human Resources Team provides advice, coaching and support on employee relations, work performance discussions, remuneration, award and policy interpretation, WorkCover and return to work, and working from home arrangements. Occupational health and safety, recruitment and payroll are also critical part of the HR services at VACCA.

The guiding principles for Human Resources are based on the VACCA principles of self-determination, respect, Aboriginal and Torres Strait Islander cultural observance, excellence, best interests of the child and healing and empowerment.

POSITION SUMMARY

Reporting to the Director Corporate Services, the role of the Human Resources Manager is varied and encompasses a wide range of HR responsibilities. The Human Resources Manager plays a key strategic and operations role within VACCA. This is a senior role requiring experience in IR, HR systems, excellent communication and collaborative skills.

This position plays a critical role in establishing and building relationships across VACCA to enable the provision of high-quality HR services and build the capacity and expertise in people management practices.

KEY RELATIONSHIPS

<i>Internal:</i>	Director Corporate Services, directors, executive and line managers, VACCA staff, payroll, recruitment, organisational development and IT
<i>External:</i>	Worksafe, Fair Work Commission, unions or other staff representatives, WorkCover Insurer, Auditors, Recruitment agencies, external providers of HR, payroll and other people related services

KEY SELECTION CRITERIA

- Demonstrated understanding of, and commitment to, the values that underpin VACCA's vision and purpose and a willingness to champion these internally and externally
- Demonstrated awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with awareness of the key issues which impact upon Aboriginal communities
- Experience as a senior manager in Human Resource Management to lead a team in the delivery of a wide range of operational and strategic HR services within a medium size organisation.
- Highly developed organizational abilities, along with effective and culturally appropriate interpersonal and communication skills with the capacity to influence and work effectively with a range of individuals so that work objectives are achieved.
- An excellent understanding of employment related legislation including the Fair Work Act and OH&S legislation with demonstrated experience in interpreting legislation and implementing appropriate risk mitigation and compliance actions.
- Well developed analytical and strategic thinking capacity and the ability to translate this into practice
- High level skills in managing employee relation investigations, IR and negotiations with unions and other external parties.
- High level oral and written communication skills.
- Capacity to develop team and staff work plans incorporating clear targets and goals linked to organisational strategic and operational plans along with the ability to work as part of a team, and supervise, lead and build the capacity of a team of staff consistent with VACCA policies and frameworks.
- Demonstrated capacity to prioritise work, delegate appropriately in an environment of competing demands and ensure that key requirements are met.
- Demonstrated capacity in taking the initiative and supporting others to look for innovative ways to improve practice and service delivery
- Demonstrated capacity to lead and support change management and assist others to adapt to organisational change in a culturally appropriate manner
- Maintains awareness of knowledge, understanding and skills needed to perform role, works to address skill gaps and assists others to identify their training needs
- Demonstrated high levels of discretion and integrity

QUALIFICATION

- Tertiary qualifications in human resource management (HRM), industrial/employment law or a related discipline, and/or substantial experience in these fields is desirable

OTHER REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence and a current employment working with children check card.

POSITION ACCOUNTABILITIES

- Working with a wide range of employees from a variety of backgrounds and at all levels of VACCA provide expert HR knowledge and advice along with the ability to execute operationally and think strategically.
- Comprehensively partner with managers providing support and advice and engage with employees through a pragmatic and consultative approach.
- Model appropriate interpersonal skills, self-awareness, self-management and community/cultural awareness in communications, problem solving and conflict resolution
- Delegate to develop staff and take responsibility for team actions and outcomes.
- Ensure that VACCA complies with relevant employment legislation, including the Fair Work Act and relevant awards and accreditation standards as they pertain to HR.
- Provide strategic and operational advice to the Director Corporate Services on Human Resources management and ensure the development and alignment of HR's operational plan with VACCA's strategic plan
- Take a lead role in the strategic and operational management of Health and Safety across the Agency
- Ensure the development and continuous improvement of Human Resources tools, policies and procedures
- Foster and develop a high performing, customer-orientated HR team including encouraging staff to take initiative and supporting ways of improving practice and service delivery.
- Provide constructive feedback to direct reports and identify areas for development/improvement through regular supervision and the Annual Performance Development Review process
- Contribute to the leadership team of the Corporate Services program
- Manage risk and reports on mitigation strategies and recommends improvements
- Keep informed of the changing political, economic and social environments and HR related developments
- Develop responsive change management processes and works with others to adapt to and implement change in a culturally respectful way.
- Prepare accurate documents and produce a range of HR data reports for the Executive and Board and to assist managers with workforce planning
- Oversee the management of complex employee relations cases.
- Support and contribute to HR programs and take the lead on HR initiatives/projects

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Leads by example in taking responsibility for own and VACCA staffs' health, safety and wellbeing
- Contribute positively and proactively to team and organisation wide OH&S and wellbeing activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensures compliance with legislation, contract and policy requirements in your day to day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

OTHER

- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups and attend events
- Undertake other duties as directed

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.