

# HR Generalist, Remuneration & Benefits

## Position Description

<b>Directorate:</b>	Corporate Services
<b>Reports to:</b>	Manager, People Strategy and Change
<b>Direct reports:</b>	NIL
<b>Location:</b>	Flexible within any of the Society's main metropolitan or regional offices across NSW.
<b>Primary position objective:</b>	Support the implementation of the Society's People Strategy for members, volunteers and staff, through ongoing development of diversity and inclusion and the effective facilitation and management of organisational change.

*The St Vincent de Paul Society is an Equal Employment Opportunity Employer*

### Directorate overview

This position is in the Corporate Services directorate. The teams within the directorate and their functions are:

**Strategy and Outcomes:** this team is responsible for implementing a Society-wide planning, monitoring and reporting framework to support the achievement of the goals of the Strategic Plan; and leading the measurement of performance and outcomes of Society programs, services and functions.

**Safety and Workforce Operations:** this team is responsible for state-wide work, health and safety strategy; work, health and safety audits; wellbeing; return to work; recruitment and retention; and employment relations.

**People Strategy and Development:** this team is responsible for people strategy; people policy; diversity; organisational development; and learning and development.

### Accountabilities and responsibilities

The HR Generalist, Remuneration and Benefits will:

- Contribute to the successful implementation of the Strategic Plan; support translation and implementation of strategic plans into people strategy and change plans with a focus on the Society's remuneration strategy and capability
- Support development, implementation, and review of the People and Culture Strategy in line with the broader Society strategy

- Manage the remuneration and benefits offering of the Society to ensure it is fit for purpose, aligns to appropriate benchmarks and appropriately rewards our employees
- Monitor the effectiveness of existing remuneration and benefits practices and recommend changes that are cost-effective and consistent with market trends and organisational objectives and contribute to the ongoing development of remuneration capability
- Implement and manage a job evaluation methodology across the organisation responding to internal stakeholder needs and requirements
- Bring internal and external insights from multiple sources and network across the organisation to build understanding and application of best practice with regards to remuneration
- Continuously improve and evolve the organisation's remuneration approach and structure and associated benefits strategy
- Provide advice on remuneration decisions, policy, and job evaluation outcomes and ensure seamless communication to relevant areas of the business (P&C Services, Payroll etc)
- Contribute to the development of appropriate attraction and retention strategies
- Manage and coordinate participation in salary surveys and monitor salary survey data to ensure organisation objectives are achieved
- Ensure remuneration compliance with legislation, Awards, enterprise agreements and policies in collaboration with Employment Relations
- Determine appropriate wage rates and changes as necessary and proactively address both short-term and systemic issues as they arise liaising with and providing advice to the Payroll team on application
- Oversee the distribution of pay to employees aligned to a performance-driven approach
- Support effective change management for key initiatives within the team
- Contribute to a safe working environment for members, employees and volunteers by implementing the Society's workplace health and safety practices
- Contribute to risk management protocols and procedures to ensure compliance with legal, employment and governance requirements

## Critical Key Performance Indicators (KPIs)

- Ensure the People and Culture strategy and plans support the Society's Strategy.
- In collaboration with key stakeholders, facilitate effective implementation of the Society's remuneration approach and framework
- Facilitate the development, implementation and review of remuneration matters as they arise
- Facilitate the flow of information across teams and directorates to inform decision making relating to the Society's remuneration approach

## Key working relationships

In addition to the Manager, People Strategy and Change and their direct reports and peers the HR Generalist, Remuneration and Benefits will foster close working relationships with:

- Other members of the Corporate Services team;
- Senior Leaders across Directorates
- Payroll team

- People and Culture leaders
- Senior People and Culture Business Partners

## Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **‘People we serve’ centric:** (Level 2) Enable the delivery of high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 2) Manage teams and areas of work to align to the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 3) Manage the delivery of positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 3) Manage collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 3) Manage and mobilise resources to deliver change.
- **Team performance:** (Level 2) Motivate and manage individual and team performance and develop their capabilities.
- **Digital engagement:** (Level 2) Enable and facilitate participation in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 3) Facilitate an improvement in existing and new services, and ways of working.
- **Financial acumen:** (Level 3) Manage the teams resources, projects and services to deliver positive outcomes within budget

## Role-specific criteria

- Relevant tertiary qualifications in human resources or related field.
- Previous experience in a similar role providing advice and managing remuneration and benefits frameworks.
- Deep knowledge of and experience in remuneration and benefits and application of best practice approaches to drive and deliver remuneration initiatives and outcomes.
- Understanding of remuneration governance and associated processes and practices.
- Strong negotiation and facilitation skills and demonstrated experience providing both strategic and operational advice regarding remuneration and benefits approach.
- Demonstrated ability in managing competing priorities and applying attention to detail.
- Excellent relationship management and communication skills, with proven ability to positively influence and collaborate at all levels within a diverse workforce.
- Strong analytical skills and demonstrated ability to provide and apply insights to inform and positively impact organisational decision making.
- Advanced numeracy and spreadsheeting skills

## Desirable criteria

- Experience working in a not-for-profit environment with awards, enterprise agreements and non-award pay structures.
- Understanding of charitable institution salary packaging options.