

POSITION DESCRIPTION

Date	August 2022
Position Title	People and Culture Advisor
Reports to (position title)	People and Culture Business Partner
Department	People and Culture

ORGANISATIONAL CONTEXT

bestchance Child Family Care is an independent, not-for-profit, community organisation with offices in Glen Waverley, Footscray and Pakenham.

bestchance adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services. The range of programs delivered include Early Childhood Education and Care (ECEC) Kindergarten, Child Care; Children's Therapy, Parent and Child Support, Training, Community Support and Cheshire, an independent, specialist primary school for children with social, emotional and learning difficulties.

These programs recognise that the early years of a child's life are the most formative and influential and we strive to adhere to the principles of 'best practice'. This commitment ensures that families are, at all times, respected as the experts on their children and supported in an environment that is strength based and family centred.

bestchance also works in partnership with families in managing a number of kindergartens under its Early Years Management Program.

bestchance is committed to implementing and adhering to the Child Safe standards including the development and implementation of people practices that reduce the chance of child abuse within the organisation, for which we advocate zero tolerance.

Health safety and wellbeing first, is an expectation of all, where staff implement local work instruction and processes aligned to organisation requirements and are accountable for their own safety and safety of others.

PURPOSE

For all children, families and individuals to thrive in their community.

VISION

Inclusion we include everyone regardless of their background, needs or circumstances

Care We nourish and nurture resilient relationships

Education We develop skills and knowledge to build capacity and resilience.

VALUES

Humility we focus on listening to better understand and meet needs

High Expectations we have high aspirations for our client outcomes and for the calibre of our services and staff

Innovation we embrace change based on critical reflection

Curiosity we seek new understandings and knowledge

Evidence we seek and generate evidence to evaluate and improve our programs

Challenge we look beyond the immediate to achieve different results

POSITION PURPOSE

The People and Culture Advisor supports the People and Culture (P&C) team in coordinating and delivering strategic and operational People and Culture related initiatives.

Reporting to the People and Culture Business Partner, this role will also lead the management of employment related compliance, maintenance of the HR Information Systems, people metrics reporting, provide administrative support across the employee life-cycle and focus on continuous improvement of policy, process and procedures.

KEY RESULT AREAS AND RESPONSIBILITIES

Initiatives and Continuous Improvement

- Manage and support a range of strategic P&C projects as determined by the P&C Business Partner aligned to the P&C Business Plan and the **bestchance** strategic plan. Initiate, plan, deliver and evaluate projects.
- Work collaboratively with the P&C team to drive continuous improvement across the P&C services.
- Establish, maintain and build relationships with key internal and external stakeholders for the success of project milestones.
- Facilitate meetings with internal and external stakeholders as directed by the P&C Business Partner.
- Provide timely communication, including meeting minutes and project documentation to internal and external stakeholders.
- Participate in team meetings and cross-functional workshops.

Policy, Procedure and Compliance

- Work with the P&C Business Partners to develop, review and implement P&C policies, procedures and guidelines for the efficient and effective operations of **bestchance**.
- Facilitate the cyclical review and where appropriate the consolidation of policies, procedures and guidelines.
- Develop, implement and maintain the compliance process related to ongoing employment eligibility ensuring all staff are current with mandatory compliance requirements.

Systems and Data Management

- Maintenance of data integrity within the HR Information Systems including compliance updates in payroll system and employee personnel files.
- Update and maintain P&C Document Management system to allow for effective record keeping and efficient ways of working.
- Create and maintain HR files, registers and databases, as well as HR forms and templates

Operations and Support

- Manage the Probationary process for all staff and escalate to the relevant P&C Business Partner as required.
- Monthly people metrics reporting to P&C Business Partners.
- Undertake general administration tasks to ensure the effective operations as directed by the P&C Business Partner.
- Management of the Parental Leave process.
- Support the People and Culture team by taking on other duties during times of extended leave/absences.

KEY SELECTION CRITERIA

Mandatory

- Relevant tertiary qualification.
- Demonstrable current experience and capability in delivering HR initiatives and providing support and services to varied clients.
- Strong customer/client focus and commitment to delivering outcomes in a timely way that meet business needs.
- Understanding of contemporary and quality HR solutions and services across the employee life cycle such as recruitment, induction, performance management etc.
- High level written and verbal communication skills including proven ability to provide quality client service, deal with conflict situations and provide effective advice to all levels of staff across the Institute.
- Ability to work independently and co-operatively in a team environment, with an innovative, supportive and flexible approach to work
- Strong interpersonal skills and the ability to work with a wide range of stakeholders.
- Proven skills in utilising MS Office applications and HR systems for employee data management.

Desirable

- Experience using and updating CHRIS21 HRIS & Onboarding systems
- Experience in the ECEC Sector (and/or Not for Profit sector) an advantage.

OTHER

- Working with Children's Check (Employee)
- A satisfactory National Police History Check