

# Position Description

<b>TITLE OF POSITION:</b>	<b>HR MANAGER</b>	
<b>POSITION TYPE &amp; TENURE:</b>	<b>FULL TIME</b>	
<b>REPORTS TO:</b>	<b>CHIEF OPERATING OFFICER</b>	
<b>LOCATION:</b>	<b>MELBOURNE</b>	
<b>DATE APPROVED:</b>	<b>AUGUST 2019</b>	

<b>ABOUT NO TO VIOLENCE</b>
<p>No to Violence works to bring about the changes our community needs to eliminate men's use of family violence. For 25 years, we have been working directly with men who use family violence to support them to change. Our expertise in their behaviour, attitudes and choices has enabled us to develop standards, programs and training, lead policy development, and fulfil our role as the largest peak body for organisations and individuals working with men to end family violence in Australia. We provide telephone counselling, information and referrals every day for men in Victoria, New South Wales and Tasmania. As a pro-feminist organisation, at the centre of our work is the safety of women and children, as by ending men's violence families can have happier, safer and more fulfilled lives.</p>

<b>ROLE OVERVIEW</b>
<p>The HR Manager is responsible for delivering operational HR services, solutions and advice across all stages of the employee life-cycle and supports the implementation of contemporary HR and OD strategies, programs and policies to enable delivery of NTV's strategic –agenda.</p> <p>This role also plays a key role in contributing to the process of continuous review and improvement of people management practices, operational processes, policies, frameworks, systems and service delivery.</p>

<b>KEY RESULT AREAS</b>	
<b>KRA</b>	<b>KEY ACCOUNTABILITIES</b>
<b><i>HR operational service delivery</i></b>	<p>Deliver professional and timely services across all stages of the employment life-cycle including:</p> <p><b>Recruitment, selection, appointment and onboarding processes:</b></p> <ul style="list-style-type: none"> <li>▪ Ensuring completion of all required management approval processes for hiring staff (including consultants and contract personnel), preparing advertisements, reviewing and developing job descriptions, managing relationships with external recruitment providers, ensuring completion of all required pre-employment checks, contract preparation and overseeing on-boarding and induction processes.</li> <li>▪ Ensuring the accurate and timely set-up of files for all NTV employees and consultants in accordance with HR record keeping practices and NTV's compliance obligations, in consultation with the HR Administrator. <i>NTV is in the process of implementing Employment Hero for the administration of payroll and HR records.</i></li> </ul>

	<p><b>Employee Development processes</b></p> <ul style="list-style-type: none"> <li>▪ Co-ordinate the probationary review and annual work planning and review processes, ensuring managers receive timely reminders of due dates, providing advice and guidance in accordance with NTV policies and procedures and contemporary HR practices.</li> <li>▪ Provide advice and guidance to managers on the effective management of a range of HR issues, including employee complaints/ grievances, performance and disciplinary matters, in line with employment legislation and NTV policies and procedures.</li> <li>▪ Support the development, and co-ordinate the delivery, of employee training and development activities, including induction and compliance training programs.</li> <li>▪ Develop and implement an effective performance management system that is motivational and meets objectives, driving job satisfaction and fair rewards.</li> </ul> <p><b>Separation process</b></p> <ul style="list-style-type: none"> <li>▪ Facilitate the implementation of exit interviews for departing employees, including conducting exit interviews and compiling feedback to support management and organisational development processes.</li> <li>▪ Ensure Finance receive timely confirmation on employee departures, including information on any exceptional or agreed payments to support the accurate and timely administration of the payroll process.</li> </ul>
<p><b>General HR services</b></p>	<ul style="list-style-type: none"> <li>▪ Ensure adherence to HR and related processes (<i>including payroll requirements</i>), ensuring all necessary management approvals/other documentation is provided to support all employee leave requests, changes in employment status, and terms and conditions of employment etc.</li> <li>▪ Support the effective implementation and operation of HR and related information management systems', ensuring all required information is accurately recorded in a timely manner and is kept up-to-date.</li> <li>▪ In conjunction with the HR Administrator, prepare a range of regular HR reports which detail and track relevant trends and metrics which can be used to inform organisational decision-making processes.</li> <li>▪ Prepare and circulate employee/HR related updates to staff on a timely basis.</li> <li>▪ Contribute to the development and co-ordinate the implementation of employee surveys (including culture/climate/ feedback surveys), compiling and analysing findings and preparing reports as required.</li> <li>▪ Contribute to the development, and support the effective implementation of new HR systems, policies, procedures and processes, including supporting the development of briefing/training material for managers and employees and the delivery of workshop programs etc.</li> <li>▪ Prepare a range of employment related documentation and correspondence across all stages of the employment life-cycle.</li> <li>▪ Offer insights and forward-thinking to the HR Team and NTV managers through external research, benchmarking and knowledge-building.</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Oversee the administration of cases involving workers compensation, ensuring NTV operates in compliance with its obligations.</li> </ul>
<p><b><i>HR policies &amp; procedures and templates</i></b></p>	<ul style="list-style-type: none"> <li>▪ Contribute to the review, updating and development of HR policies and procedures to ensure they are in line with Federal and State legislation and contemporary HR practice.</li> <li>▪ Contribute to the review and development of a suite of HR forms and templates across all stages of the employment life-cycle, ensuring they reflect NTV requirements and compliance obligations and contemporary HR practice.</li> </ul>
<p><b><i>Work Health Safety &amp; Employee Wellbeing</i></b></p>	<p>Work with NTV managers, employees and the Office Services Co-ordinator to ensure the operation of pro-active, responsive and effective work health and safety practices across all NTV activities and areas of operation including:</p> <ul style="list-style-type: none"> <li>▪ Working with the Office Services Co-ordinator to ensure NTV is fully compliant with its OHS obligations with respect to training for designated OHS personnel (First Aid Officers, Fire Officers etc.) and the implementation of the regular testing regime for electrical and fire safety equipment, and the operation of building evacuation procedures.</li> <li>▪ Contributing to the development of a work health and safety management framework</li> <li>▪ Representing NTV on the OHS Committee, as required</li> <li>▪ Contributing to the effective operation of OHS risk assessment and reporting processes, working in close collaboration with the Office Services Co-ordinator</li> <li>▪ Supporting the effective operation of nominated Health &amp; Safety representatives</li> <li>▪ Supporting the development and delivery of an annual employee well-being program</li> </ul>
<p><b><i>IR/ER and change management</i></b></p>	<ul style="list-style-type: none"> <li>▪ Support the implementation of NTV's new EBA, ensuring any required changes are incorporated into employment contracts and policies and procedures.</li> <li>▪ In consultation with senior managers, support the implementation of organisation change initiatives to enable a smooth transition to the new ways of working/future-state requirements.</li> <li>▪ Contribute to the review and evaluation of job roles in the context of the relevant Federal and State Awards classification structure, and associated pay rates, including market benchmarking activities to ensure NTV meets its compliance requirements and can attract and retain the required capabilities across all areas of operating activity.</li> </ul>

<p><b>EXPERIENCE AND QUALIFICATIONS</b></p>
<p><b>ESSENTIAL:</b></p> <ul style="list-style-type: none"> <li>▪ Tertiary qualification in HR Management, or equivalent, or an equivalent combination of relevant experience and/or education.</li> </ul>

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- Proven ability to partner with managers in delivering service excellence across all areas of operational HR service delivery/employment life-cycle, including proven experience of providing HR advice to managers on all aspects of operational HR service delivery.
- Good understanding of employment law (including OHS) comprising experience of interpreting and implementing Awards and EBAs and preparing employment contracts.
- High-level work planning and organisational skills, including proven experience of managing a high-volume/high demand workload and conflicting priorities within tight timeframes without compromising service quality.
- Highly developed analytical and 'systems thinking' approach, demonstrated through experience of working with HR metrics to inform management decision-making processes.
- Evidence of exercising sound judgement when considering options to support HR advisory services and management decision-making processes.
- Proven ability to develop and maintain constructive and collaborative working relationships with a diverse range of stakeholders.
- Highly developed communication skills (written and oral), including the ability to prepare a range of documentation across the employee life-cycle and management briefing papers/reports.
- Computer literacy: including experience of working across the MS Office Suite of products with an intermediate or above skill level; experience of using HRIM systems. NTV is in the process of implementing Employment Hero.
- Demonstrated skills and experience of developing and implementing HR policies and procedures.
- Proven ability to build employee trust and engagement at all levels.

**DESIRABLE:**

- An understanding of the gendered nature of family violence and the need for appropriate responses through working with men.

**OTHER REQUIREMENTS**

- Legal entitlement to work in Australia.
- Employment with NTV is conditional upon receipt of satisfactory references and a Police records check. Some roles require a Victorian Working with Children Check.
- Regional and interstate travel will be required from time to time.

Signature of Job Holder \_\_\_\_\_ Date signed \_\_\_\_\_