



21 Carrington Road Marrickville NSW 2204

PO Box 604 Marrickville NSW 1475

Tel: (02) 9559 5299

Web: www.absec.org.au

Manager, People and Culture

Key Position Information	
Job Title:	Manager, People and Culture
Business Unit:	People and Culture
Location:	Sydney, NSW
Reports To:	Director, Governance
Status:	Permanent, Full Time (35 hours / week)
Level	SCHADS Level 6
Direct Reports:	Nil

About AbSec

AbSec - NSW Child, Family and Community Peak Aboriginal Corporation is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out-of-home care policy to the NSW Government and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

AbSec Learning and Development Centre (AbSec LDC), a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

Our Vision

Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

AbSec Principles

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them
- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity.

Role Purpose
The Manager, People and Culture is responsible for all aspects of human resources and employee culture to improve business practices and foster a positive work environment in line regulatory and policy requirements while also providing functional and operational support to leaders and managers to enable them to deliver quality outcomes for the sector. The position is also responsible for work, health and safety within AbSec to provide operational and advisory support to Directors, Managers and staff.

Function	Accountabilities
Strategic	<ul style="list-style-type: none"> ▪ Enable the effective delivery of people strategies to achieve AbSec’s objectives. ▪ Drive work, health and safety initiatives and ensure solutions are aligned to achieve business objectives. ▪ Maintain strategic partnerships and relationships within the organisation, and externally, to collaboratively achieve business objectives and deliver outstanding support services. ▪ Influence organisational and cultural changes needed to achieve strategic objectives by cultivating commitment to change and helping overcome resistance to change.
Operational	<ul style="list-style-type: none"> ▪ Lead and manage all human resource functions through a business partnering service model to provide relevant and responsive frameworks and procedures to support the effective functioning of the business. ▪ Contribute to the development of a collaborative high performing organisational culture by building employee and organisational capability through advice, coaching and support. ▪ Provide specialist and managerial leadership on operational people matters, risks, issues, and trends to keep the leadership and managers informed. ▪ Provide advice and support on employee and industrial relation matters. ▪ Develop, implement, and monitor systems, policies, and procedures to ensure compliance with legislative requirements and standards, including Award interpretation. ▪ Identify, analyse, and review emerging people and culture policy issues and trends, review and interpret relevant areas of research and provide evidence-based and industry best practice recommendations. ▪ Manage complex workplace people issues including grievances, performance improvement, conduct and other investigations, disciplinary matters to build a harmonious and productive working environment. ▪ Lead, develop and facilitate learning and development programs. ▪ Lead work, health and safety activities including legislative and regulatory compliance, ongoing review of the Work, Health and Safety Management System and facilitate the management of health and safety initiatives, well-being issues, injury prevention, and injury management.
Organisational Contribution	<ul style="list-style-type: none"> ▪ Work collaboratively with members of the Leadership Team to achieve AbSec’s strategic goals. ▪ Consistently acts in accordance with AbSec’s values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making. ▪ Comply with AbSec Policies and Procedures, including WHS, Governance and Delegations. ▪ Participate in organisational and professional development activities as directed. ▪ Support staff on P&C and WHS matters in accordance with AbSec’s policies and procedures. ▪ Undertake other duties within the scope of this role, as directed.
Key Relationships	<ul style="list-style-type: none"> ▪ Chief Executive Officer and Directors. ▪ All staff to ensure robust input into activities. ▪ Aboriginal community-controlled agencies, including member agencies, as required ▪

Selection Criteria
<p>The occupant of this position will be able to demonstrate the following criteria:</p> <ul style="list-style-type: none"> ▪ Relevant tertiary qualifications in Human Resources, Business, or other relevant discipline. ▪ A minimum of 3 years’ experience in any senior function within Human Resources. ▪ Membership with the Australian Human Resource Institute (AHRI) or similar.

- Applied knowledge and understanding of contemporary HR practices and performance management systems. Experience in providing strategic and operational expertise and coaching across a broad range of human resource functions to management and staff.
- Demonstrated experience influencing and leveraging relationships to gain commitment to action that support business objectives.
- Demonstrated experience in workforce planning, developing best-practice HR systems and driving organisational change projects to a successful completion.
- Experience in overseeing end-to-end recruitment, induction, and on-boarding, performance and learning and development process.
- Practical knowledge of WHS systems, Workers Compensation and WHS Committees.
- Knowledge of job design, analysis, and role evaluation. Sound knowledge of Industrial Relations legislation and regulations.

The following are desirable:

- Aboriginality and/or understanding of the importance of cultural connections for Aboriginal children, young people, families, and communities.
- Understanding of the NSW child protection system.

Practical Requirements

- Work outside of the normal hours of duty and some business travel may be required.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.
- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged - Aboriginality is a genuine occupational requirement, and documentation may be required to demonstrate.