**Manager, People and Culture**

**Love working in HR and looking for your next role in the People & Culture space?**

**Keen to contribute to the success of a leading community-based LGBTQ+ health organisation?**

* Lead the team providing professional People & Culture advisory and leadership services across ACON.
* Facilitate quality strategic people services and advice, embedding customer centric approaches.
* Play a critical role in the broader Corporate Services framework.

**What’s the People & Culture team you say?**

The ACON People and Culture team is a small team of staff within the Corporate Services Division who provide specialist people and culture services to all ACON offices in Australia and for all ACON Divisions – in relation to all management, staff and volunteers who conduct work or engage in any activity on behalf of the organisation.

The team aims to develop and embed a flexible high-performance workforce and achieve a culture which embraces change and innovation, continuous development and improvement to services while maintaining commitment to high levels of efficiency.

**Ok, so what’s the role?**

The Manager, People and Culture leads and oversees the People and Culture functions at ACON, to ensure the delivery of high quality and professional operational services and the embedding of strategic P&C transformation and initiatives:

* Be a trusted partner to the Senior Leadership Team and Managers by providing exemplary P&C advice, guidance and solutions to people and cultural issues across ACON.
* Coach and develop people management capabilities within ACON’s leadership and management teams to drive positive changes in the management of people and performance improvement.
* Manage and resolve employee relations issues, ensuring fair people and business outcomes.
* Identify, respond to and report on current and emerging human resource issues and trends to drive innovation in human resource management and practice across the organisation.
* Lead the Enterprise Bargaining process across ACON to negotiate new ACON Enterprise Agreements, and manage updates as required.
* Drive process improvement in relation to HR related IT systems so as to improve HR workflows across ACON, reduce processing times and increase efficiency.
* Continually build and enhance partnerships with agencies and external service providers to ensure effective responses to community issues.
* Champion ACON’s key strategic plans in line with other priorities, including the Reconciliation Action Plan, Multicultural Engagement Plan, and Trans Blueprint and take ownership and implement Human Resource strategies from these Plans.
* Ensure that Diversity & Inclusion policies and strategies support ACON to achieve best practice standards and comply with legislative obligations.
* In consultation with business unit managers, manage all workers compensation claims and associated return to work arrangements.
* In collaboration with the Facilities & WHS Manager, lead the WHS function at ACON.
* Actively support the Director, Corporate Services and act in the Director Corporate Services position in the absence of the Director.

**Who are we looking for?**

* Someone with demonstrated partnering experience delivering high quality, professional and expert People and Culture advice and services.
* A natural influencer with the ability to coach and inspire people and lead P&C best practice for innovative, solutions focussed outcomes with a continuous improvement mindset.
* A person with a pragmatic approach to solving problems with the ability to drive and support transformational change and implement new cultural initiatives.
* An experienced leader and team builder in the areas of strategic planning, organisational development, employee support, HR policies, systems and processes.
* Someone with experience in supporting and advising management on industrial and employee relations matters, with relevant experience in negotiating Enterprise Bargaining Agreements.
* A person with the ability to, or experience in, leading a Corporate Services team, including the ability to read and understand financial data and reports as required.

To be considered for this role you will be an experienced HR leader with proven experience in leading the HR function across unique and diverse teams. This role is a mix of operation and strategy and will require a “hands on” approach. The successful applicant will require a minimum of 5 years senior HR Manager experience, and a relevant tertiary qualification. The ability to manage a broader Corporate Services team, and/or exposure to financial reporting and data, WHS, IT and Facilities management will be highly regarded.

**What else can we tell you?**

ACON provides a colourful, nurturing, and fun workplace. Our employees and volunteers are the foundation for our ongoing effectiveness and for our capacity to deliver innovative community engagement and health promotion programs and initiatives for our communities.

To support the successful candidate in their new role at ACON we offer:

* Flexible working arrangements.
* Learning and development opportunities.
* Potential for tailored mentoring opportunities.
* Supportive working environment with a knowledgeable and friendly team.

**What’s the remuneration and working details?**

**Salary**: Commensurate with skills, qualifications, and experience.

**Location**: ACON’s Gadigal/Sydney Office, with some flexible working arrangements a possibility.

**Hours:** Permanent, Full-Time (76 hours per fortnight) on a fixed term contract with the possibility of extension.

We offer flexible working arrangements and a generous array of entitlements often above the National Employment Standards (NES) including:

* Salary Packaging up to $35,000 gross up value (i.e., currently up to $15,900 Expenses + $2,650 Meals, tax free).
* Generous pro-rata leave entitlements – including up to an extra week of paid leave for full time employees to be taken during our Christmas and New Year’s shutdown period.
* Employee Assistance Program (EAP) – access to a comprehensive counselling service free to employees.

**How can I find out more details and apply?**

If this sounds like you, we invite you to apply to join our team and help us make a meaningful impact on the lives of those we serve. By joining us, you will be part of a mission to create a healthier and more inclusive community.

For more information on the role, please contact Susan Culverston, Director – Corporate Services, via email at [sculverston@acon.org.au](mailto:sculverston@acon.org.au) or (02) 9206 2000.

If this sounds like the position and organisation you’ve been looking for, find out how to apply at www.acon.org.au/jobs.

All applications must include:

1. Your completed *ACON Employment Application Form* – with all the details filled in where requested;
2. Your *Cover Letter* outlining how you meet the *Selection Criteria*; and
3. Your *Resume*.

**Applications Close: Sunday 12 January 2025**

We are grounded in the belief that diversity is our strength, our differentiator, and at the core of who we are and what we do. As part of our commitment to inclusion, we encourage applications from people living with HIV, Aboriginal and Torres Strait Islander people and LGBTQ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour.

[www.acon.org.au](http://www.acon.org.au)

|  |  |  |
| --- | --- | --- |
| APPROVED: Director, Corporate Services | Manager, People and Culture | Dec 2024 |

**POSITION DESCRIPTION**

**Position Title:** Manager, People and Culture

**Work Level:** Manager

**Reports To:**  Director, Corporate Services

**Direct Reports:**  A small specialist team (4 – 5 employees)

**Position Overview**

To lead and oversee the People and Culture function at ACON, to ensure the delivery of high quality and professional operational services and the embedding of strategic P&C transformation and initiatives. The role provides professional advisory and leadership across the people enabling functions to support achievement of ACON’s objectives and outcomes.

The role is required to facilitate quality strategic people services and advice, embedding customer centric approaches, partnering with the business to enable best practice workforce management, change and operational strategies.

The Manager People and Culture plays a critical role in the broader Corporate Services framework, acting in the role of Director, Corporate Services in the absence of the Director.

**About The People and Culture Team**

The ACON People and Culture team is a small team of staff within the Corporate Services Division who provide specialist people and culture services to all ACON offices in Australia and for all ACON Divisions – in relation to all management, staff and volunteers who conduct work or engage in any activity on behalf of the organisation. The team aims to develop and embed a flexible high-performance workforce and achieve a culture which embraces change and innovation, continuous development and improvement to services while maintaining commitment to high levels of efficiency.

**Main Activities**

* Provide effective leadership and management of the People and Culture team to achieve the organisation’s business goals, as well as a positive work culture.
* Be a trusted partner to the Senior Leadership Team and Managers by providing exemplary P&C advice, guidance and solutions to people and cultural issues across ACON.
* Coach and develop people management capabilities within ACON’s leadership and management teams to drive positive changes in the management of people and performance improvement.
* Manage and resolve employee relations issues, ensuring fair people and business outcomes.
* Identify, respond to and report on current and emerging human resource issues and trends to drive innovation in human resource management and practice across the organisation.
* Lead the Enterprise Bargaining process across ACON to negotiate new ACON Enterprise Agreements, and manage updates as required.
* Drive process improvement in relation to HR related IT systems so as to improve HR workflows across ACON, reduce processing times and increase efficiency.
* Manage the development, implementation, evaluation and monitoring of People and Culture unit activities to achieve agreed outputs, goals and objectives in line with ACON and unit business plans.
* Continually build and enhance partnerships with agencies and external service providers to ensure effective responses to community issues.
* In collaboration with the Facilities & WHS Manager, lead the WHS function at ACON.
* Ensure the unit complies with Senior Leadership Team directives, relevant legislation and regulations, codes of practice/ethics and organisational policies and procedures.
* Regularly monitor and analyse relevant P&C data, identify risks and opportunities and provide recommendations to address issues in an appropriate and timely manner.

**Main Activities** (continued)

* Manage all the physical, financial and human resources of the People and Culture unit in accordance with unit business plans and budgets.
* Champion ACON’s key strategic plans in line with other priorities, including the Reconciliation Action Plan, Multicultural Engagement Plan, and Trans Blueprint and take ownership and implement Human Resource strategies from these Plans.
* Ensure that Diversity & Inclusion policies and strategies support ACON to achieve best practice standards and comply with legislative obligations.
* In consultation with business unit managers, manage all workers compensation claims and associated return to work arrangements.
* Support the Facilities and Workplace Health & Safety Officer / Manager WHS & Facilities with WHS System implementation and Chair the WHS Committee in their absence.
* Actively support the Director, Corporate Services and act in the Director Corporate Services position in the absence of the Director.
* Actively participate in and contribute to building a positive team culture and an ongoing process of supervision, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
* Champion the development and sustained implementation of diversity and inclusion initiatives within the workplace, actively promoting a culture that respects, celebrates and cultivates differences among staff and volunteers.
* Perform other duties to assist with the work of the unit as requested.

**Selection Criteria**

**Essential:**

1. Tertiary Qualifications in a relevant discipline.
2. Demonstrated partnering experience delivering high quality, professional and expert People and Culture advice and services.
3. Natural influencer with the ability to coach and inspire people and lead P&C best practice.
4. Innovative, solutions focus with a continuous improvement mindset.
5. A pragmatic approach to solving problems with the ability to drive and support transformational change and implement new cultural initiatives.
6. Leadership and team building capability in the areas of strategic planning, organisational development, employee support, HR policies, systems and processes.
7. Ability to, or experience in, leading a Corporate Services team, including the ability to read and understand financial data and reports as required.
8. Knowledge of current employment legislation, award/agreement interpretation, and 'Employer of Choice' practices.
9. Experience in supporting and advising management on industrial and employee relations matters.
10. Relevant experience in negotiating Enterprise Bargaining Agreements.
11. Understanding of and commitment to ACON’s communities, particularly people living with HIV/AIDS.

**Desirable:**

1. Experience with HRIS and payroll systems.
2. Involvement and experience in implementing Reconciliation Action Programs.
3. Recommended vaccinations against illness that may adversely impact ACON’s communities.

**How do I apply?**

You must email us the following three documents in MS-Word or PDF format to [vacancy@acon.org.au](mailto:vacancy@acon.org.au):

* + 1. **Your completed ACON application form – with all the details filled in**

You can download this at <https://www.acon.org.au/about-acon/jobs/>

* + 1. **Your Cover Letter outlining how you meet the Selection Criteria**

Tell us how you meet each of the Selection Criteria in the Position Description in detail.

Tell us how your skills and experience relate to the requirements of the role and how you’d use them to excel in this job.

To do this, please address each criterion separately. You should use statements with examples that clearly demonstrate your competency in a particular area.

Applicants who do not demonstrate that they meet the requirements of the position will not be invited to attend an interview.

* + 1. **Your Resume**

Tell us about your current and previous employment and your education. Be sure to include:

1. Your **Name**, **Contact Details** and preferred **Pronouns**.
2. Your **Education** including any degrees you have received, the institution and its location and the date of your graduation. You might also want to include your major/minor fields, any honours, and publications.
3. Your **Work Experience** including jobs, internships, and volunteer work.

**How does recruitment work at ACON?**

There are five main steps in the process:

**1) Application**

ACON receives your application, cover letter and resume. You will receive an email acknowledging receipt of your documents.

**2) Shortlisting**

A selection panel of 2-4 qualified persons will review all the applications and offer interviews to those applicants whose applications best address the requirements of the position.

**3) Interview**

If you are shortlisted for interview, you will be contacted by the Recruiting Manager and invited to an interview. Your interview may take the form of a question-and-answer session, a presentation of your previous work, a test of your computer skills, or any other form that is relevant to the position. The Recruiting Manager will let you know the format of the interview and any documents, presentations, or examples of previous work that you might need to bring with you.

**4) Offer**

Appointments to positions with ACON are based on merit. This means that the applicant who is judged to be the most qualified and capable of carrying out the duties of the position will be offered the role. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks, Proof of Vaccination and Working with Children Checks (if applicable).

**5) Acceptance and Commencement**

Once a salary and start date have been agreed, you will receive a commencement pack from the People and Culture Team including your contract and other documents (E.g., the ACON Code of Conduct, Tax File Declaration, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the People and Culture team, you are ready to start work on your agreed date.

**How long does it take to hear back on my application?**

If you have applied via email, you will be sent a return email within 1-3 business days acknowledging receipt of your application, and informing you of the date by which all successful applicants will be notified they have progressed to the next stage of the recruitment process. If you have not been contacted by this date, then unfortunately your application has not been successful.

If you are successful in gaining an interview, the Recruiting Manager will contact you to arrange a suitable date and time for interview. If you are not selected for an interview, you will not receive any further notifications regarding your application for this role. We appreciate the time you took to respond to our advertisement, and for your interest in ACON, and encourage you to apply for future roles that are advertised that fit your skills, experience, and qualifications.