

Position description: People & Culture Manager

Position details

Employment classification	Full time, permanent
Probationary period	6 months
Location	Sydney, NSW
Reports to	Chief Executive Officer

Key behaviours and values

Supply Nation's values guide the way we work without members and suppliers, within our communities and with each other. Through integrity, accountability, collaboration, excellence and empowerment, we create a culture where ideas flourish and a difference is made. We work together to transform the Indigenous business sector.

Integrity

We care deeply about what we do and how we do it. We stand up for what we believe in.

Accountability

We take responsibility for our own actions. We honour our commitments.

Collaboration

We work together as a unified team to produce the best results for our customers.

Excellence

We are committed to consistent professionalism as a positive, flexible and responsive, innovative and efficient team.

Empowerment

We create and promote a culture where all may thrive.

Position summary

Supply Nation is the Australian leader in Supplier Diversity and provides a direct business to business purchasing link between corporate Australia, government agencies and Indigenous owned businesses.

Reporting to the Chief Executive Officer, the overall objective is to provide high level operational oversight to the work of People & Culture as well as lead a broad range of culturally informed People & Culture functions, including HR advisory, culture & change management, recruitment, learning & development, performance development & review processes, performance management, Workplace Health & Safety, HR reporting, policy development and review.

The People & Culture Manager will support the Leadership Team to deliver on their business objectives by providing advice, guidance, and insight in the space of people & culture and performance.

The functions of People & Culture Manager will continue to evolve with the needs of the organisation and our stakeholders.

Key responsibilities

People & Culture Strategy

- Develop and deliver on the People and Culture Strategy to meet the overall business objectives
- Provide expert-level advice to the Senior Leadership Team on HR best practices
- Deliver fit for purpose people solutions aligned to key issues within the business
- Staff communications management

Culture & Change Management

- Identify and develop workplace culture and change management initiatives in consultation with the CEO
- Drive initiatives that embed organisational values-based culture into practice
- Provide specialist advice, coaching and development to Leadership Team to achieve a productive and engaged workplace culture
- Lead organisational development initiatives such as employee feedback and positive culture workshops
- Develop action plans from employee feedback to address areas for improvement
- Ensure our workforce is diverse, engaged and empowered

HR Advisory

- Provide timely and accurate HR advice and support to the Leadership Team
- Provide tailored and consistent HR solutions and advice in relation to supporting Aboriginal and Torres Strait Islander staff
- Provide performance management and disciplinary advice to support the Leadership Team
- Manage grievances and lead workplace investigations in a fair, timely and efficient manner consistent with employment legislation
- Remain up to date with employment legislation and IR/HR industry trends

Recruitment & Employee Lifecycle

- Enhance Supply Nation's recruitment strategy and process, reviewing attraction and sourcing practices, job advertisements to promote Supply Nation as an employer of choice including the further development of an Indigenous Employment Strategy
- Provide support to the Leadership Team to ensure vacant roles are filled with qualified candidates in a timely manner to ensure business continuity
- Support the employee lifecycle processes (e.g., onboarding and induction, performance development & review (PDR), performance management, cessation and exit interviews etc.)
- Guide and support Leadership Team members through all aspects of the employee lifecycle

Policy and Procedure

- Develop and review People and Culture policies and procedures, ensure changes are communicated and compliance is monitored
- Embed cultural safety and competence in our policies, procedures and systems

Reporting

- Regularly monitor and report on data relating to WH&S, employee feedback, EAP usage, probationary reports and PDRs to determine the success of People and Culture initiatives and to identify areas for improvement

Workplace Health and Safety

- Ensure Supply Nation’s compliance with all safety laws nationally including insurances and workplace safety procedures
- Maintain a clean and safe work environment while complying with all safety policies and procedures;
- Escalate all workplace accidents and hazards to the CEO, and implement immediate action for identified hazards if able to do so;
- Participate in workplace consultative meetings and recommend improvements to relevant workplace health and safety practices within the workplace.
- Provide reporting to the CEO for board reports on WH&S compliance and incidents as required

Key selection criteria

Specialist knowledge and attributes

- Demonstrated knowledge and understanding of Indigenous societies, cultures and issues affecting Indigenous Australians in business
- Knowledge of best practice recruitment, retention, development and attraction of Aboriginal and Torres Strait Islander peoples
- Ability to positively influence key stakeholders and build relationships
- High level communication, negotiation, research and influencing skills
- Capacity to work autonomously with minimal supervision
- Demonstrated ability to work both in a team environment and independently, displaying a high level of tact, people skills and the ability to maintain confidentiality
- Demonstrated superior written and verbal communication skills
- A clear understanding of the importance of the highest standards of professionalism
- Ability to see things through to completion with a high degree of attention to detail
- Excellent organisation and time management skills
- Resilience – the ability to adapt to a fast paced and rapidly changing work environment
- High level of computer literacy and competency specifically in MS Office suite

Skills, knowledge and experience

- A tertiary qualification in Human Resources or a related discipline
- At least 5 years of demonstrated experience in an HR Management role
- Ability to contribute to leadership at an executive level
- Sound knowledge of contemporary HR best practice
- Good understanding of employment legislation and Award interpretation
- Proven ability to provide HR advice on employee and industrial relations matters and the confidence to research issues and obtain advice where necessary
- Experience in managing grievances and other workplace matters
- Experience in recruitment and retention

- Knowledge and understanding of WHS legislation and standards
- Good understanding of employee wellbeing practices

Desirable

- Experience in working with integrated Human Resource Information Systems (ELMO system experience or other HRIS implementation experience would be advantageous)
- Experience within a not-for-profit organisation is an advantage

Additional requirements

- A current driver's licence
- Attendance at after hours' meetings may be required
- Interstate travel may be required
- Ability to work cross functionally and across geographies