



Human Resources Lead

POSITION DESCRIPTION

Position	Human Resources Lead		
Team	Corporate Services		
Reports to:	Manager Corporate Services		
Legal Employer	St Patrick's Community Support Centre		
Location	Fremantle		
Positions reporting to this role:	None		
Award	Social, Community, Home Care and Disability Services Industry Award 2010		
Classification	SCHADS Award Level 6.		
Fulltime/Part-time	Part-time 22.5 hours per week		
JD developed	July /2021	Reviewed	

Term: 12 months with potential for extension

Vision, Mission and Values

- Our Vision** A community where people live securely and reach their potential.
- Our Mission** To lead bold action in our community with the ultimate goal to end chronic homelessness.
- Our Values**
- Leadership** *Enabling our people to taking bold action to address the complex social issues.*
- Dignity** *People feel respected and empowered.*
- Justice** *Everyone is treated equitably with honesty and fairness.*
- Hospitality** *People feel welcome, secure, and valued.*

Organisation Overview

St Patrick's Community Support Centre (St Patrick's) is committed to working in partnership with other agencies to support individuals and families who are homeless or at risk of homelessness in obtaining stable accommodation, independence, and improved quality of life. We provide a range of services to support them on this journey, including emergency relief and meals, health and mental health services, drug and alcohol services, life skills training, as well as crisis and transitional housing.

Position Intention

This role is responsible for all facets of the HR suite of functions and tasks. The role is expected to work autonomously providing HR advice and support to management and the CEO. You will be

required to draw on your experience and knowledge to manage the range of HR functions from simple administrative tasks to compliance and more complex internal HR matters, including interpreting, and providing advice and guidance, relating to HR legislation, policies and procedures.

Key Accountabilities

- Workforce Development and Planning.
- HR related risks are minimised and mitigated.
- Develops and maintains performance management systems, processes and capability, to support all staff to realise their full potential and contribute to achieving the Vision, Mission and Strategic Plan of the Organisation.
- Contributes to facilitating training and development that maximise opportunities for continuous professional development and growth, high quality service delivery and outcomes, and continuous improvement.
- Support the implementation and maintenance of a positive, safe and fulfilling work environment for all staff, including effective workplace health and safety systems.
- Contributes to a building and maintaining a strong organisation culture.
- Develops and maintains strong collaborative working relationships with key stakeholders including the CEO and Management team and the Volunteer Coordinator.

Responsibilities and Duties

<p>HR General</p>	<ul style="list-style-type: none"> • Support the management team in the development of new roles, including drawing and/or revising job descriptions ensuring alignment to program outcomes and the organisation's strategic and operational plans. • Coordination of the recruitment, selection and appointment process, including writing and placing job ads. • Supporting managers around employee relations including professional development, supervision, management of grievances and/or other issues in a manner which supports good practice, positive outcomes and legal compliance. • Developing and implementing quality induction and training arrangements. • Management and implementation of workforce planning, staff professional development, training, succession planning and the like. • Coordinating an assisting with the performance management and review process
<p>Reports, records, quality and risk</p>	<ul style="list-style-type: none"> • Conducting annual staff satisfaction surveys/feedback, providing analysis and recommendations to the CEO/management team. - • Keeping up-to-date with industrial relations requirements and changes and providing advice to ensure compliance. • Developing, revising, and recommending Human Resource policies and procedures. • Developing and maintaining programs that support employment and professional development and career progression of key target groups such as First Nations Peoples. • Maintaining HR records and reports. • Maintaining organizational charts
<p>Administration</p>	<ul style="list-style-type: none"> • Reviewing and ensuring the completeness of all supporting documents for employment.

	<ul style="list-style-type: none"> ● Reviewing for completeness all the Performance Management Appraisal. ● Preparing and issuing letters of employment, job offers, variations etc. ● Ensuring employees records are maintained and accurate.
Organisation Requirements	<ul style="list-style-type: none"> ● Ensure that the rights, interests and needs of the people we support are addressed effectively, while understanding and respecting the linguistic and cultural diversity of the people we support and our work teams. ● Ensure that all organisation policies and procedures are implemented and complied with including occupational health and safety regulations. ● Undertake appropriate training and maintain qualifications, licences, certificates, checks and clearances. ● Undertake other duties as reasonably requested

Competencies – Criteria

1. You are great at building highly effective working relationships and have excellent interpersonal skills.
2. You are an analytical thinker and use problem solving and negotiation skills to resolve workplace issues.
3. You effectively challenge people, situations and thinking, to achieve great outcomes.
4. You are creative, resourceful and have a positive “can do” approach and solution-focused attitude.
5. You have a demonstrated ability to develop, implement and manage the delivery of a broad range of HR strategies and initiatives.
6. You have a demonstrated ability to provide active and effective support in building and maintaining positive workplace culture.
7. You have experience in workforce planning, as well as attraction, recruitment and retention of staff.
8. You have experience in coaching, guidance and advice to all levels of management to support the performance management process to build organisational capability.
9. You have a demonstrated ability to drive continuous improvement initiatives which support contemporary best practice in HR Management.
10. You will work within the values of St Patrick's Community Support Centre.
11. You will have an understanding of health and safety issues relevant to the position.

Qualifications and Experience

Essential

- Degree qualified in HR, Business or another relevant field.
- Minimum 3 years' experience working in operational/contemporary HR management roles
- Experience in industrial and employee relations with a sound knowledge of theory, principles, policies and practices
- Knowledge of Workers Compensation and OSH legislation (highly regarded)
- Experienced in developing and implementing HR policies, systems, and processes.
- Experience managing industrial relations through direct liaison with IR advice services

Desirable

- Experience working in a not-for-profit organisation and or social service
- Experience working with a diverse range of people and cultures

Required Compliance Documents

- National Police Certificate
- Working with Children Check (if required as part of applicable employment policies)
- Proof of right to work in Australia

Apply for this role

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Start application

Enquiries can be directed to Manger Corporate Services Lyn Levy at llevy@stpats.com.au or via phone (08) 6372 4800