

WESTGATE COMMUNITY INITIATIVES GROUP INC.

Position title	Human Resources Manager
Project	Corporate Services Unit (CSU)
Reports to	Corporate Services Manager
Award Class	Manager Grade 1. As per the Community Employment, Training and Support Services Award 1999 (CETSS) & the WCIG Enterprise Agreement 2005.
Salary Range	<p>Salary Package equivalent to: \$64,787 to \$72,279 pa (pro rata) (including 9% superannuation and salary packaging arrangements*)</p> <p>Salary package: \$56,685 to \$ 64,378 pa (pro rata) (<i>base salary plus 9% superannuation</i>)</p> <p>* Due to WCIG's Public Benevolent Institution (PBI) status, WCIG receive concessional fringe benefit tax treatment and can therefore pass on these benefits to staff. The above equivalent salary package is currently correct, according to current tax legislation.</p>
Time Fraction	Part-time (0.6)

Organisation:

Westgate Community Initiatives Group Inc. (WCIG) is a community based not for profit, incorporated association committed to making practical responses to unemployment in the western region of Melbourne. WCIG's Mission Statement is "Creating Partnerships for Employment". We work in partnership with the community, each other, service users and government.

In carrying out our day to day work WCIG management and staff aspire to WCIG's values:

- **Relationships** which embrace dignity, community and mutual respect
- **Optimism** which is lived out in positive attitudes about people and expectations of success and growth
- **Innovation** including creativity, responsiveness, risk taking and flexibility
- **Diversity** that acknowledges differences and appreciates the diverse needs and skills of each person
- **Advocacy** which makes us socially pro-active for the disadvantaged
- **Staff** who are committed to the goals of the organisation and to their own development

WCIG currently manages the following projects:

- ◆ Disability Employment Services
- ◆ Business Services
- ◆ Job Network Services
- ◆ Youth Pathways
- ◆ The Australian Apprenticeships Access Program
- ◆ Managed Individual Pathways
- ◆ Personal Support Programme
- ◆ Onsite Employment Support
- ◆ Training Services

About the Programme:

The Corporate Service Unit is a small team who provide support services across all WCIG sites in areas of Administration, Human Resources, Information Technology, Quality Management, and Finance.

Position Objective:

The HR Manager's role is a strategic function, supporting the achievement of WCIG's business objectives. It has a clear focus on adding value to WCIG's various programs providing excellent service, in the areas of consulting, industrial relations, employee relations, and recruitment.

Key Duties and Responsibilities:

Manage Operations

- Ensure contractual obligations are delivered, evaluated, and improved on, as appropriate
- Ensure performance targets for service are set and achieved
- Design, implement, and adhere to, and review policies and procedures to advance quality service delivery
- Manage improvement requirements raised through audits and undertake the necessary actions ensuring the implementation of continual improvement to meet WCIG's standards and other external standards
- Manage problems impacting on the performance of the service in an effective and timely manner and communicate these to the CSU Manager in an effective and timely manner
- Develop, monitor, and review operational risk management processes, and implement and/or provide recommendations for improvement
- Utilise existing tools and data for monitoring organisational climate/culture and work in consultation with Managers to address and improve organisational effectiveness
- Monitor and analyse trends impacting or affecting the HR area and undertake and/or recommend improvements, as appropriate
- Other duties as required and are consistent with this award classification

Manage People

- Provide overall leadership to and in conjunction with other management, ensuring staff are supervised, appraised, motivated, performance managed, and trained appropriately
- Ensure appropriate staff are recruited, appointed, and, inducted to clearly understand roles and performance standards
- Ensure industrial relations requirements are met
- Ensure staff are engaged in planning and review of services

Manage Information

- Record and monitor service performance information
- Collect and monitor information on the external environment on a regular basis
- Statistical information on staff demographics and needs are kept up to date and referred to for service planning and delivery
- Communication is systematically undertaken with staff and key stakeholders.
- Provide monthly reports to the CSU Manager in relation to HR initiatives that impact on the organisation, major projects and staff turnover
- Provide strategic advice to the CSU Manager on all areas of business within the HR area, including business development opportunities

Manage Relationships

- Coach and mentor program team members to develop skills, experience and succession planning
- Maintain effective working relationships with all sites, other programs and staff in WCIG
- Co-operative planning and efficiency across WCIG's services is developed through active participation with other Managers and Coordinators
- Effective communication is maintained with the CSU Manager
- Engage in ongoing professional development, including involvement in external groups and, liaise, cooperate, and develop a strong working relationship with external parties
- Effective working relationships are maintained with other agency members and these agency members' performance is monitored and managed

Compliance with Laws and Government Policy

- Ensure that services are conducted free from any sexual harassment and any unlawful discrimination which contravenes the:
 - Commonwealth Racial Discrimination Act 1975
 - Commonwealth Sex Discrimination Act 1984
 - Disability Discrimination Act 1992
- Ensure services are conducted in compliance with relevant sections of the:
 - Privacy Act 1988
 - Crimes Act 1914
 - Freedom of Information Act 1982
- Ensure that you act in accordance with WCIG policies and procedures, including but not limited to WCIG's Code of Conduct, Equal Employment Opportunity, Sexual Harassment, and Occupational Health and Safety Policies.

Selection Criteria:

1. Technical/Professional Skills and Knowledge

- Experience providing leadership and direction to staff across one or more HR disciplines
- Tertiary qualifications in Human Resources or a related field
- Working knowledge of current employment legislation

2. Leadership

- Mentor, coach, guide and empower individuals and teams to actively foster a sense of common purpose, provide direction, and connect staff to the organisation and it's vision

3. Focussed on Outcomes

- Monitor performance against objectives and manage risks and issues to ensure program objectives are met, and, implement relevant changes to successfully achieve results

4. Communication

- Communicate and negotiate business and corporate goals, needs and priorities effectively to achieve positive outcomes, resolving conflict when it arises

5. Developing and Managing Relationships

- Establish and maintain useful partnerships and productive working relationships with people across the organisation, with external organisations, and government departments

6. Self Management

- Uphold, support and model WCIG values
- Make rational and fair decisions and display resilience in the face of pressure
- Continually build knowledge and expertise through personal development opportunities

- Ensure project objectives are met, adapting resource allocations to cope with contingencies while recognising risks and effectively dealing with them

7. Initiative and Problem Solving

- Show initiative and respond to, support and adapt to changing work demands and circumstances
- Seek all relevant information for problem solving, showing independence and initiative in identifying and solving problems to contribute to productive outcomes

Important Notes:

- *This position is funded through internal programs which are funded by various contracts with government departments and continuation at the current level is therefore dependent on the ongoing availability of this funding.*
- *Employees must consent to a Police Record check; confirmation of employment with WCIG is subject to a satisfactory outcome of the Police Record check.*
- *If applicable the successful applicant must provide a current Working with Children Check card or evidence of being in the process of obtaining a card (application receipt).*
- *WCIG is an Equal Opportunity Employer and encourages people with a disability to apply.*
- *WCIG acknowledges & respects the privacy of individuals & handles personal information in compliance with National Privacy Principles. Your personal information will be destroyed when no longer required.*
- *Employees are expected to attend a two day bi-annual Staff Conference, which includes one day of a weekend.*

Employee

Print name: _____

Signature: _____

Date: / /