



POSITION DESCRIPTION

Position Title:	People and Culture Manager
Position Reports To:	Chief Executive Officer
Location:	Geelong, Victoria
Employment Status:	Part Time
Organisational Level:	Administrative
Direct Reports:	HR Administrator (Casual)

About Anam Cara House Geelong

Anam Cara House Geelong (ACHG) is a not-for-profit organisation. **Our Vision** is that everyone has the opportunity to live with dignity, experience quality of life at end-of-life, and to die well in the place they choose. **Our Purpose** is an empowered and informed community where people make informed choices, and they are in control of their own care.

We are committed to offering support to people, their families and carers who are seeking person-centred palliative and end of life care within the Geelong and wider region. Our services will include 24-hour end of life care, day and overnight palliative care, community outreach and equipment loan. Care occurs in a unique, home like environment with best practice clinical care including support from trained palliative care volunteers. The focus of person-centred palliative care is on the quality of life, symptom management and comfort.

At ACHG **Our Values** guide us to show Respect, Dignity, Accountability, Compassion and Excellence.

Position Purpose

The People and Culture Manager is a newly created position that will play a pivotal role in shaping ACHG's most valuable asset – our people. The position of People and Culture Manager is responsible for overseeing all aspects of human resources to enable ACHG's growth and success including strategic HR leadership, talent acquisition, change management, employee engagement, performance management, employee relations and learning and development.

Reporting to the CEO, the People and Culture Manager will be a key member and partner to the leadership team in shaping HR strategies that drive organisational performance and employee satisfaction. This includes leading our priority of shaping a productive, collaborative and compliant workplace culture where our employees can thrive and contribute to ACHG's success.

Key Responsibilities / Accountabilities

- **Strategic HR Leadership:** Develop and execute HR strategies that align with ACHG's goals and strategic priorities including development of a strategic workforce plan that articulates the roles required to support the organization achieve its objectives.
- **Culture Development:** Develop and nurture a positive and inclusive organisational culture that reflects our core values, fosters collaboration, and supports our purpose. This positive, high performing culture will form part of ACHG's employee value proposition and attraction and retention strategy.
- **Talent Acquisition and Onboarding:** Manage the recruitment process, attract the right people at the right time, and developing and implementing onboarding programs to integrate new team members to ACHG. This also includes conducting reference checks, drafting formal offers, sending formal offers and commencement paperwork to candidates, tracking commencement paperwork, filing paperwork, etc.
- **Change Management:** Lead HR aspects of organisational change, guiding employees through transitions and maintaining positive employee engagement, including developing internal communications to keep people informed about what is happening at ACHG.

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- **Employee Engagement:** Develop strategies to enhance employee engagement, satisfaction, and retention through surveys, programs, and recognition initiatives.
- **Performance Management:** Develop and implement a performance appraisal system, fostering a culture of continuous feedback, development and recognition.
- **Employee Relations:** Serve as a trusted resource for employee concerns, mediating and resolving issues while maintaining a positive work environment.
- **Compliance and Policy:** Ensure HR policies, procedures and processes adhere to legal requirements, mitigating risk and promoting fairness. This includes ensuring compliance with applicable Industrial Instruments including the Fair Work Act, Awards and the National Employment Standards. Working closely with service teams and payroll to ensure rostering and payroll are developed and executed in line with Australian workplace laws will also form an important part of this role. This role is also responsible for updating/maintaining employee files with documentation including training records, performance management related evidence, etc.
- **Learning and Development:** Design and implement training and development initiatives, fostering employee growth and skills enhancement. This also includes monitoring and maintaining mandatory training requirements including credentialing of clinical team members.
- **Employee Health, Safety and Well-being:** Oversee health, safety and wellbeing, including implementing processes, policies and initiatives and shaping a culture that prioritises the physical and mental health, safety and well-being of employees. The position also has accountability for managing any WorkCover matters that should arise.
- **HRIS / HR Data and Analytics:** Support the organisation to consider the selection and implementation of a HRIS. Utilise data analytics to drive informed decision-making and provide insights and reports to leadership and the Board.

Other Responsibilities	
Professional competence and development	<ul style="list-style-type: none"> • Maintain own professional knowledge and skills through participation and commitment in professional development opportunities. • Complete all mandatory training and education to comply with ACHG and other regulatory bodies.
Compliance & Accreditation	<ul style="list-style-type: none"> • Work within the bounds of the National Safety, Quality Health Services Standards, assist the Quality, Safety & Risk Manager in the accreditation program and align practice with standards. • Participation in NDIS Certification processes and align practice with standards. • Participation in the QIC accreditation process and alignment of practice with standards.
Risk Management:	<ul style="list-style-type: none"> • Manage risk and ensure formal risk assessments are conducted regularly. • Ensure work aligns with current ACHG policies and procedures
People and Culture	<ul style="list-style-type: none"> • ACHG values and behaviors are embodied throughout the organisation. • ACHG values are considered in carrying out all interactions including with guests, team members, consulting clinicians and external agencies. • Opportunities for personal development are provided. • Performance is reviewed and feedback provided as part of a regular cycle of activities
Occupational Health & Safety (OH&S):	<ul style="list-style-type: none"> • Participate in best practice and delivery of OH&S and Emergency Management Procedures, encourage staff, guest, volunteers and visitors to be aware of the requirements. • Maintain an understanding of individual responsibility for patient safety, quality and risk and contribute to organisational quality and safety initiatives.

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	<ul style="list-style-type: none">• Accept responsibility for ensuring the implementation of health and safety policies and procedures and cooperate with the ACHG in any action it considers necessary to maintain a safe working environment which is safe and without risk.• Report and record all incidents, mishaps and losses, investigate and ensure corrective actions are implemented as far as reasonably practical.• Participate in the OH & S committee and contribute to the clinical leadership requirements where applicable.
Equal Opportunity:	<ul style="list-style-type: none">• Provide an environment where team members, volunteers and others are treated fairly and with respect, are free from unlawful discrimination, harassment, vilification, and bullying.
Other:	<ul style="list-style-type: none">• This Position Description may change, and duties and responsibilities listed are not exhaustive and may change in accordance with changing requirements of the role.

Key Selection Criteria

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience in HR management, including leadership roles.
- Strong understanding of Australian workplace laws and regulations.
- Excellent communication and interpersonal skills.
- Demonstrated ability to drive culture change and employee engagement.
- Strategic mindset with the ability to align HR initiatives with organisational goals.
- Exceptional problem-solving and conflict resolution skills.
- Proficiency in HRIS (Human Resources Information Systems) and related software.

Other Requirements

- Current Police Check.
- Evidence of immunisations as per ACHG Immunisation Policy.

Signature

Employee

Signature _____

Name _____

Date _____

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