REMEMBRANCE PARKS
CENTRAL VICTORIA

ROLE TITLE:	**HR Officer**
EMPLOYMENT TYPE:	part-time
ROLE CLASSIFICATION	RPCV Enterprise Agreement – Level 5 Indoor
PREPARED BY:	updated by CEO
UPDATED:	August 2022
RESPONSIBLE TO:	CEO
APPROVED BY:	CEO

ORGANISATIONAL CONTEXT:

Remembrance Parks Central Victoria (RPCV) is a community focussed service-based organisation, which is a Victorian public entity. We are a not-for-profit organisation. All monies raised are redistributed to our remembrance parks.

We are responsible for after life care, memorialisation and management of cemeteries and crematoria across Central Victoria. For full details visit www.rpcv.org.au

This position is based primarily at RPCV's Eaglehawk site.

POSITION OVERVIEW:

This position reports directly to the Chief Executive Officer, and is responsible for providing support to facilitate:
  o   Achievement of annual plans
  o   Organisational development and culture
  o   People Management & Development
  o   Workplace Health, safety and well-being

The position also requires a collaborative working relationship across the organisation and the demonstration of the RPCV values.

Our values and expected behaviours
RPCV is a values-based organisation and seeks to cultivate a culture founded on quality-of-service delivery, responsiveness, collaboration, and respect for others. It is an environment that requires all team members to maintain high standards of work.

REPORTING RELATIONSHIPS

Reports to: Chief Executive Officer

Direct reports: NIL

Internal relationships: All

External relationships: Providers of People Services i.e. EAP, training providers

POSITION RESPONSIBILITIES:

1) PEOPLE MANAGEMENT

Support RPCV Managers with people management function by:

- Reviewing, developing and maintaining a people policy framework, which includes policies, procedures, tools for good people management and compliance with employment law.
- Providing tools and assistance to Managers to enable them to undertake their responsibilities in relation to employees and volunteer such as:
  - Support CFO to review compliance with Enterprise Agreement
  - Job analysis and design – support CEO/CFO with workforce strategies & budget planning
  - Recruitment and selection
  - Induction and onboarding
  - Performance Management, coaching and discipline
  - Reward and Recognition
  - People Development
  - Exits

2) PEOPLE DEVELOPMENT

Facilitate the targeted development of our people with RPCV Leadership team by:

- Supporting managers, employees and volunteers identify their training needs
- Developing managers' coaching skills
- Sourcing training and development solutions
- Facilitating evaluation and review of people solutions

3) ORGANISATION CULTURE AND CHANGE

- Provide consistency leadership support through an aligned management team that engages with staff and develops respectful work relationships
- Demonstrate values based leadership
- Staff have a sense of purpose and direction
- Strengths based approach to HR Management – investing in building capability
- Encourages good workload management practices and work-life balance

4) WORKPLACE HEALTH AND WELL-BEING

Supports RPCV meet its WH&S obligations by:

- Encouraging safe work practice and consultation with managers, staff and volunteers
- Oversee proactive well-being programs such as vaccination programs, self-care support, employees regularly taking annual leave, RDOs etc.
- Promoting the EAP program and liaising with EAP provider
- Creating awareness of workers' compensation scheme to managers & staff
- Undertake Return to Work Coordinator role, when required

5) **WORKPLACE RISK AND COMPLIANCE**

Provide leadership on workplace risk and compliance matters by:
- o Providing RPCV Leadership team with support and consideration on workplace compliance matters
- o Securely maintaining records and evidence of workplace compliance whilst ensuring employee privacy
- o Managing onboarding and off boarding activities, maintaining records
- o Supporting Director of Operations with Work for Dole program compliance requirements
- o Ongoing monitoring of legislative requirements and changes through FairWork, Superannuation, Workcover, OHS, IR Victoria and briefing management, developing and implementing change plans, ensuring all policy development considers workplace participant rights and obligations.
- o Regular review of workplace participant risks and mitigation/controls in conjunction with Director of Services
- o Supporting Director of Services with audit preparation and follow-up ie payroll, OHS etc
- o Providing regular reports and briefings to CEO
- o Support Management team with preparation of Enterprise Agreement negotiations

ORGANISATIONAL RESPONSIBILITY:
- o Acting in accordance with the Code of Conduct, policies and procedures
- o Practice and promote RPCV's principles by treating fellow staff and volunteers fairly and equitably and without discrimination and harassment.
- o Promote a positive image of RPCV to members of the public through professional standards and personal presentation and by interacting in a courteous and efficient manner.
- o Take reasonable care for your own safety and the safety of others who may be impacted upon by your actions, and comply with workplace health and safety requirements.
- o Perform other duties as required.

POSITION AUTHORITY
- o Operate within financial/general delegations

KEY SELECTION CRITERIA
- o HR Management and stakeholder engagement skills
- o Collaborative and coaching support to leadership team to improve workplace outcomes
- o Successful track recording working with senior leaders for purpose public entity is desirable
- o Ability to develop and embed good practice frameworks for engaged workforce participation
- o Undertake HR administration and requirements

Inherent Requirements of the role:
List here any qualifications/licences/skills/conditions etc that are critical to undertake the role safely. For example:
- *Current drivers license to drive to workplace sites*
- *Police check*
- *Ability to attend Board meetings and be available for after hours work, where required*
- *Meet current Victorian Government COVID-19 vaccination requirements*