



POSITION DESCRIPTION

MANAGER HR AND ORGANISATIONAL DEVELOPMENT

OVERVIEW

PROGRAM	HR AND ORGANISATIONAL DEVELOPMENT
POSITION REPORTS TO	CEO
DIRECT REPORTS	HR COORDINATOR

ORGANISATION CONTEXT

About

Aboriginal Housing Victoria (AHV) is a not-for-profit registered Housing Association and is the largest Aboriginal housing organisation in Australia.

AHV owns over 1,500 properties in Melbourne and regional Victoria providing affordable housing to over 4,000 low income Aboriginal and Torres Strait Islander Victorians, representing 8% of the Victorian Aboriginal population. Our tenants are assured of access to an Aboriginal landlord and personalised and culturally sensitive services for Aboriginal people.

In September 2016, the Victorian Government formally announced the transfer of title of 1,448 properties that were previously managed by AHV, on behalf of the Director of Housing. As the single largest financial commitment to Aboriginal Affairs in Victoria's history, it represents one of the most significant acts of self determination in Victoria. Title transfer represents significant progress toward achievement of the original ambition of AHV's founding Elders to achieve self determination and provide culturally responsive housing services.

AHV's vision is that Aboriginal Victorians are able to secure appropriate, affordable housing as a pathway to better lives and stronger communities. Our housing services are targeted to those most in need of support. In providing secure, affordable housing to Aboriginal Victorians, AHV supports the maintenance of strong Aboriginal communities.

AHV is proud of the history and culture of the Aboriginal people of Victoria whom it serves.

Values

Aboriginal cultural values underpin AHV's values. Our values provide an ethical framework within which all decisions are made and our services are delivered. Our values guide how we relate to our clients, each other and to the Aboriginal and non-Aboriginal community.

Respect and support for Aboriginal identity and culture and for our tenants and stakeholders

Striving for excellence through leadership in Aboriginal housing and best practice service delivery

Integrity, trust and honesty in all our business activities

Collaborative relationships with our community, tenants, government and stakeholders

Kindness, compassion courtesy and dignity in our relationships with our clients, our stakeholders and with each other

AHV is as a workplace taking active steps to stop men's violence against women and has a zero tolerance approach to violence in any form.

PROGRAM INFORMATION

The Manager, Human Resources and Organisational Development (HROD) reports directly to the CEO and works closely with Directors, Managers and staff within AHV. HROD is responsible for delivering a range of services including training delivery, OHS, WorkCover, Industrial relations, performance assessment, Aboriginal Workforce Development (AWDI), recruitment, strategic HR advice, Organisational development framework (ODF), HR Policies, contracts and remuneration, award interpretation, salary levels, staff data and many other related HR areas.

PURPOSE OF THE POSITION:

The role of the Manager of Human Resources and Organisational Development has a number of functions. The position is responsible for implementing HR policies and programs and providing strategic and operational support in all matters relating to staff development, OHS, recruitment and on boarding, change management and industrial relations functions.

As a Manager at AHV the incumbent will be expected to take a flexible approach and take on other duties from time to time, as required to ensure that the company meets the Board's objectives and that it successfully delivers services to its clients

The position reports to the Chief Executive Officer. The position of HR Coordinator reports to the Manager HR and OD

KEY RESPONSIBILITIES

1. Collaborate with the executive group to promote organisational cohesion, the development of a culture of continuous improvement, and the inculcation of organisational values.
2. Manage and control the delivery of services in the areas of human resources management, organizational development and occupational health and safety, in line with the approved annual budget allocation.
3. Supervise and support the role of HR Coordinator and ensure that they are delivering good service outcomes
4. Develop and maintain the appropriate policies and procedures for areas of responsibility, ensuring statutory and legislative requirements are included and met.

5. Ensure that Human Resource records are current and comprehensive and maintained at a high standard.
6. Consult with and advise the executive group, managers and employees on the interpretation and application of policy & procedure and the resolution of human resource problems and other human resources issues.
7. Establish and maintain a comprehensive staff development program, including supporting officers to develop strong staff management and leadership skills through coaching or the identification and providing of relevant training
8. Advise on and implement organisational change programs
9. Provide advice to the executive group and line managers regarding recruitment and selection strategies and initiatives, and ensure recruitment policies and procedures are meeting organisation and legislative needs
10. Provide advice to the executive group, line managers and staff regarding disciplinary, performance and grievance issues, and ensure supporting policy and procedures meet industrial relations legislative and organisational requirements. Ensure that AHV becomes a workplace of choice for Aboriginal and Torres Strait Islander people including through effective recruitment, induction and development programs and succession planning
11. Manage the OHS function and WorkCover related issues. Ensure workplace injuries, illnesses and identified hazards are recorded and acted on an, and report serious matters to the Board and executive group.
12. Perform other duties as directed that fall within the scope of the position and/or the incumbents knowledge and skills

QUALIFICATIONS AND LICENSES

- Victorian driver's licence
- A relevant tertiary qualification

KEY SELECTION CRITERIA

1. Awareness and appreciation of Australian Indigenous societies and cultures and an understanding of the issues affecting Indigenous people in contemporary Australia and the diversity of circumstances of Indigenous people.
2. A minimum of five years' experience in human resources, including at a management level.
3. Thorough knowledge and proven ability to identify, develop and implement policies and procedures
4. Ability to work independently, including capacity to exercise effective personal judgement
5. Experience managing the OHS function including WorkCover
6. Knowledge of and experience in interpreting awards (SCHCADS award desirable)
7. Demonstrated ability to identify business needs, develop strategies and oversee projects.

8. Demonstrated ability to negotiate successful outcomes that address issues on both a short and long term basis.
9. Highly developed interpersonal and communication skills, both written and verbal, and confidence in communicating and presenting in a number of settings.
10. A tertiary qualification in Human Resources or a related discipline

EMPLOYMENT CONDITIONS

- Terms and conditions of employment are as per the Contract of Employment.
- AHV is an equal opportunity workplace.
- AHV promotes a smoke free workplace.
- A current National Police records check and relevant valid state Working With Children Check are required.
- Attend mandatory and other training as required.