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# Position Description

## *People & Culture Manager*

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### **Context**

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#### THE AGENCY

##### **ADEC**

ADEC is a state-wide Victorian organisation assisting people with disability, their families and carers from diverse cultural backgrounds. ADEC's philosophy is empowerment of people with disability and their full inclusion in the broader society. Equality is the over-riding principle, bridging is the method and advocacy is the tool to achieve a common goal.

##### **Vision**

*Our Vision is for ADEC to be recognised as a leading provider of disability and aged care services in Victoria.*

##### **Mission**

*The Mission of ADEC is to provide equal access to high quality disability and aged care services for all members of the Victorian Community.*

#### PEOPLE & CULTURE DEPARTMENT

The People & Culture (P&C) Department is responsible for the recruitment and induction of staff for ADEC programs, and for their ongoing management and training.

The P&C Department provides impartial industrial relations advice and guidance within ADEC, on the employment relationship between management and employees.

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### **Position**

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#### ROLE

The role of the People & Culture Manager is to lead the continued development of the organisational culture of ADEC, and staff development and performance processes.

#### DUTIES

Lead the continued development of organisational culture, employee satisfaction and staff engagement strategies, staff progression and talent management.

Support and advise the ADEC Management Team on organisational change management, providing advice and support to the wider organisation.

Manage and lead staff development and performance processes:

- Support program managers and coordinators through the performance appraisal process, including performance improvement plans and performance management procedures.
- Advise senior management on strategies to attract and retain staff.

Interpret and apply employee award entitlements, and ensure compliance with National Employment Standards (NES); ADEC employment conditions and workplace agreements; and the Fair Work Act and related employment legislation.

Conduct remuneration benchmarking, and advise on strategies and practices for allowances and equity across the organisation.

Manage all employment relations matters and advise senior management on grievance and misconduct claims including investigations, and liaise with representative bodies as required.

Develop and maintain compliant employment-related policies and procedures, and ensure their consistent implementation across the organisation.

Deliver projects as required by the ED including research and preparation of documents for the ED's review and implementation of recommendations.

Other tasks and duties as directed by the ED.

#### RESPONSIBILITIES

Preparation of the ADEC P&C program for audit.

Assist senior management to ensure the organisation complies with its obligations under Work Health & Safety legislation.

Analyse and interpret the results of staff surveys as the basis for improving employee satisfaction and organisational culture.

Maintain an effective system for reporting staff trends to the Board and ADEC management.

Appointed as the ADEC Protected Disclosure Protection Officer.

Maintain professional knowledge of trends and changes in the P&C field.

#### KEY PERFORMANCE INDICATORS

The Manager's performance will be measured against the following indicators:

- Effectiveness of P&C management systems as indicated by audit outcomes.
- Demonstrated ability to perform duties and responsibilities as set out in the Position Description.
- Development, implementation and application of P&C policies and procedures.

#### KEY SELECTION CRITERIA

##### **Essential**

Degree in Human Resources Management or equivalent qualification, and at least four years' experience in a role similar to the ADEC P&C Manager.

Demonstrated experience in contemporary P&C procedures and practices, and their application.

Sound knowledge of employment legislation, regulations, awards, and industrial agreements.

Excellent communication and interpersonal skills including interviewing, counselling, negotiating and report writing.

An ability to interact proactively with management and staff at all levels of the organisation in the resolution of staff management and employment issues.

Knowledge of job evaluation, employment classification, and remuneration benchmarking processes.

Capacity to work with a diverse range of people, including people with disability, ethnic communities, service providers and funding bodies.

Demonstrated capacity to effectively communicate, promote and uphold P&C initiatives and values, including discretion and confidentiality.

##### DESIREABLE

Well-developed computer literacy skills in MS Office.

Hold a valid and current licence to drive a motor vehicle, issued by the appropriate authority in the jurisdiction in which the holder will drive, and appropriate to the type of vehicle to be driven.

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### **Employment Terms and Conditions**

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#### AWARD AND CLASSIFICATION

All ADEC employees are employed under the terms, conditions and entitlements of the Modern Award – Social, Community, Home Care and Disability Services Industry Award 2010 (the Award); and the National Employment Standards (NES).

The classification for this position is Level 6. The terms of employment for any new employee appointed to this position will be stated in a formal Employment Contract.

#### ADEC EMPLOYMENT REQUIREMENTS

All ADEC employees:

- Are required to sign an Employment Contract.

ACTION on DISABILITY within ETHNIC COMMUNITIES INC.  
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- Are required to sign a Code of Conduct and a Statutory Declaration.
- Are required to declare any pre-existing medical conditions or injuries that might bear on their ability to perform their role.
- May be required to undergo a pre-employment medical check.
- Must be prepared to work in outlying ADEC sites as required by their program manager or coordinator.
- Must undertake a satisfactory NDIS Worker Screening Check, and have (or be able to obtain) a Working with Children Card.
- Are subject to a dress code, which is smart casual or to the appropriate professional standard.
- Will be expected to display official ADEC photo identification while working or on ADEC business.