
Position Description

People & Culture Supervisor

Context

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.

Position

ROLE

The role of the People & Culture Supervisor is to manage and facilitate accurate delivery of the employment lifecycle process for ADEC employees, from recruitment to separation and exit.

For the avoidance of confusion, the ADEC process for employing new staff is conducted in three stages:

- **Recruitment (Recruitment Officer).** Coordination of all recruitment activity including advertising positions, applicant screening and interviews, and reference checks. Recruitment is complete when the successful candidate accepts the position and begins on-boarding.
- **On-Boarding (On-Boarding Officer).** Comprises all compliance checks and administrative activity that are required for a person to be formally employed by ADEC. On-boarding is complete when the new employee signs an Employment Contract.
- **Induction (P&C Supervisor).** Introduction of the new employee to the ADEC organization and their workplace. Induction is complete when the P&C Supervisor and the employing manager agree that the new employee has completed all required training specific to their role and is ready to assume their assigned position in the program.

DUTIES

Manage all stages (Recruitment, On-boarding and Induction) of the process for employing new staff as explained above.

Draft employment contracts and letters, and maintain the ADEC Staff Establishment.

Coordinate induction training, and further learning and development training for all employees.

Establish and maintain a system for effective management and administration of staff records.

Ensure that ADEC programs' work practices comply with relevant legislation and accreditation requirements.

Ensure compliance of staff documentation under relevant standards and employment legislation.

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Respond to employee queries, and escalate and redirect issues as required to provide timely advice and maintain accurate information.

Manage the administration of workers' compensation claims.

Conduct staff surveys and report outcomes to the P&C Manager.

Other tasks and duties as directed by the P&C Manager.

RESPONSIBILITIES

Appointed as the ADEC Return to Work (RTW) Coordinator to manage the return to work for any staff after extended absence on leave or illness.

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

Contribute to continuous improvement of P&C policies and procedures.

Maintain close links with ADEC program managers, coordinators and team leaders over the management, administration and professional development of staff members and volunteer workers allocated to their programs.

KEY PERFORMANCE INDICATORS

The P&C Supervisor's performance will be measured against the following indicators:

- Demonstrated ability to perform duties and responsibilities as set out in the Position Description.
- Quality and level of support to ADEC staff and management.
- Accuracy and consistency of staff documentation and records.
- Contribution to the development, implementation and application of P&C policies and procedures.

KEY SELECTION CRITERIA

Essential

Certificate IV in Human Resources Management or equivalent qualification, and at least two years' experience in a role similar to the ADEC P&C Supervisor.

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

Knowledge of employment legislation, regulations, awards, and industrial agreements.

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

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

Knowledge of job evaluation and classification and review 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

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

Well-developed computer literacy skills in MS Office.

Knowledge of Quality Management Systems processes (may be through participation in external audit activity).

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.

Employment Terms and Conditions

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).

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The classification for this position is Level 4. 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.
- 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 Supervisor.
- 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.