

POSITION DESCRIPTION

Position	People and Culture Officer
Location	<ul style="list-style-type: none"> Principal location based in Ringwood. Role may involve travel to or occasional work from other office locations within the Melbourne Eastern Metropolitan Region (including Croydon and Box Hill) Remote working by agreement
Reports to	People and Culture Manager
Direct Reports	Nil
Award/ Classification	SCHADS Level 5
Date	November 2021

ORGANISATIONAL CONTEXT

EDVOS is a leading specialist family violence service in Victoria. Our work is focused across seven Local Government Areas including Boroondara, Manningham, Whitehorse, Monash, Knox, Maroondah and Yarra Ranges. Some of our training, education and primary prevention programs are national.

EDVOS is predominantly funded to work with women and children. It is recognised that being female is the biggest risk factor for experiencing family violence. EDVOS acknowledges that family violence can take many forms such as intimate partner violence, child abuse, elder abuse, carer abuse, parental abuse and sibling abuse. Our specialist family violence response services are mostly directed towards women, including women from the lesbian, gay, bisexual, trans and intersex (LGBTI) communities, children, pets and other animals, who are responding to any form of family violence.

EDVOS is committed to assisting all people, regardless of ethnicity, race, religion, sexual orientation, gender identity, age and ability within our community and can also provide access to other family violence services that are most suitable to the individual's unique needs and goals.

EDVOS predominantly employs women, including women from the lesbian, gay, bisexual, trans and intersex (LGBTI) communities, as per the findings of Equal Opportunity exemption H327/2017 and by special measure. This is due to the specialist nature of the work and the services that EDVOS provides to women and children who are responding to family violence in the community. EDVOS actively promotes a safe and inclusive workplace where workers are free from discrimination and are afforded dignity and respect.

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EDVOS is a child-focused and child safe organisation and is committed to promoting and protecting the safety and interests of children. This includes the cultural safety of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children who identify as LGBTI as well as children with a disability.

EDVOS Vision

For our community to be free from family violence, where everyone is safe.

Values and Guiding Principles

The following guiding principles underpin the way we work as an organisation and with others to realise our vision.

Intersectional Feminism – We understand that family violence and the abuse of power is multidimensional and that the impact of family violence is compounded by intersecting forms of oppression and inequality (e.g. gender, ethnicity, age, sexual orientation etc), creating overlapping forms of discrimination. This results in higher rates or more severe forms of violence, as well as greater barriers to accessing support and safety for some communities more so than others. We recognise the gendered nature of the drivers of family violence and how women and children are disproportionately affected by it, which is why we prioritise them in the work that we do.

Courage and Leadership – We are courageous in our pursuit of preventing family violence, leading and influencing change within the family violence and mainstream sectors and broader community that is focused on delivering positive outcomes for victim survivors. We do not shy away from challenging the status quo and doing things differently.

Person-Driven – We place victim survivors at the centre of all decisions. We listen and respond to their input and feedback on the planning, design, delivery and evaluation of our services and programs to ensure they remain client-centred.

Evidence informed and continuous learning – Our work and approach is informed by evidence (noting that this evidence can come in the form of formal research or practice wisdom). We actively seek opportunities to continuously improve and innovate, including by piloting (and measuring the impact of) innovative models of service and program delivery.

Transparency and Accountability – We are transparent in our conduct and hold ourselves to account for delivering high quality services and programs. We seek to;

- challenge perpetrators to take responsibility for their actions and to change their behaviour and;
- engage organisations and communities to ensure that everyone is playing a role in preventing and responding to family violence (including addressing the drivers of family violence) and supporting the ongoing recovery of victim survivors.

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Respect and Collaboration – We value and respect the expertise of victim survivors and our stakeholders, working with others to maximise the impact of our collective work through genuine and meaningful collaboration. We endeavour to strengthen our collaboration and integration with both existing and new partners.

ORGANISATIONAL ACCOUNTABILITIES (applicable to all employees)

<i>Occupational Health and Safety (OH&S) and Wellbeing</i>	
Comply with the requirements of Victorian Occupational Health and Safety (OHS) Act 2004 and related OHS procedures and Safe Operating Procedures developed by EDVOS, including to:	
<ul style="list-style-type: none"> • Work in a manner that considers and enhances the health, safety and wellbeing of self and others. • Report to work fit for duty and not negatively affected by alcohol, drugs, medication or other substances. • Ensure that all work areas are maintained in a safe condition. • Identify, report and record all safety hazards, incidents and injuries. • Participate in OHS training, consultation and communication meetings where required. • Actively assess, manage and where possible mitigate workplace risk. 	
<i>Continuous Quality Improvement (CQI)</i>	
<ul style="list-style-type: none"> • Become familiar with and adhere to EDVOS's policies, procedures and Code of Conduct. • Contribute to or participate in Continuous Quality Improvement (CQI) activities of EDVOS and implement CQI strategies into work practices. • Attend supervision, job-specific and organisation-wide training, meetings, working groups and conferences as required. • Be open to new ways of doing things and respond to challenges with innovative ideas and solutions. • Strive for and promote continuous quality improvement across the organisation. 	
<i>Diversity</i>	
<ul style="list-style-type: none"> • Demonstrate respect and acceptance of diversity at all times. • Interact with EDVOS clients, staff and other stakeholders in a manner that is inclusive, respectful and non-discriminatory. 	
<i>Respectful Relationships</i>	
<ul style="list-style-type: none"> • Facilitate good, respectful working relationships with EDVOS staff, clients and all stakeholders, internal and external through clear communication and a willingness to work towards the prompt resolution of any concerns. 	

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POSITION OBJECTIVE

The People and Culture Officer is a key position in the People and Culture team, which sits within the EDVOS Corporate Services structure. The People and Culture team at EDVOS strongly aligns with principles of integrity, fairness and equal opportunity to support an inclusive culture where people feel engaged in the work that they do and where health, safety and wellbeing is valued, prioritised and well-communicated.

With a focus on effective collaboration and a strong business partnership approach, the People and Culture team supports EDVOS to attract, retain and develop its people in alignment with EDVOS' vision, guiding principles and strategic priorities. The People and Culture Officer provides support to the People and Culture Manager and acts as an initial point of contact to respond to a broad range of queries and provide well-informed and professional advice. The People and Culture Officer will provide generalist HR services to support activities across the employment lifecycle.

POSITION SPECIFIC ACCOUNTABILITIES

The People and Culture Officer will work collaboratively with other members of the People and Culture Team and other staff to manage to HR services demand. Key activities include:

Recruitment, Selection and Onboarding Activities

- Provide proactive support to managers in the coordination of recruitment, selection and onboarding activities for employees, students, graduates and volunteers
- Provide timely advice to managers, employees and applicants in relation to recruitment and selection procedures, timeframes and application progress
- Develop, in consultation with recruiting managers, the format and content of advertisements, interview guides, position descriptions, selection reports and other relevant recruitment documentation
- Participate in interviews as required and provide HR support and assistance to managers
- Coordinate all pre-employment and credentialing checks and advise managers on outcomes and recommendations
- Prepare employment contracts and new starter paperwork for new employees
- Refer issues of concern or those outside procedure to People and Culture Manager or General Manager, Corporate

General HR Support

- Keep up-to-date with EDVOS policies, procedures as well as relevant HR and OHS legislation and provide tailored, practical and well-researched advice to managers and employees in respect to general human resources enquiries including employment terms and conditions.
- Develop and maintain positive and collaborative working relationships with internal and external stakeholders including Team Leaders and Program Managers (internal) and external payroll provider Provide accurate and well-prepared HR advice, reports and written correspondence as required

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- Contribute to continuous quality improvements of HR and Occupational Health and Safety practices at EDVOS
- Assist People and Culture Manager in coordination of staff wellbeing programs and activities as well as employment surveys to monitor employee wellbeing and staff feedback
- Support employee injury management and return to work programs and assist with WorkCover administration in collaboration with injured worker, line manager, treating practitioners and, if applicable, WorkCover agent.
- Represent the HR team and actively participate in EDVOS working groups as required
- Other duties as required

Learning and Development

- Coordinate EDVOS staff induction days including updating of content, coordination of presenters and staff communications.
- Coordinate the mandatory training list and calendar with support and input from EDVOS' Development Lead and Corporate Team
- Coordinate student and graduate program placement activities
- Assist the Manager of People and Culture with tasks to facilitate implementation of EDVOS Capability framework and update related documents as required
- Participate in other workforce development activities as required with guidance from the People and Culture Manager.

HR Administration

- Keep up to date accurate employee establishment list to track and monitor employee movements to facilitate budget processes and reporting to Senior and Executive Management teams and Board and monitor on a weekly basis (or more frequent if required).
- Recruitment reporting
- Ensure data input, monitoring and maintenance of employee, Board Member, volunteer and student credentialing data (including Working with Children Checks, police checks, Visa information/right to work entitlements etc.) on EDVOS Credential Register and advise staff of expiring credentials.
- Coordinate the contracts administration process for employees and assist managers with completing Amendment to Contract forms and classifying pay rates and work in conjunction with managers regarding staff contractual changes
- Advise on and calculate staff higher duties allowances
- Be responsible for the administration, naming and filing of documents on employee personnel files
- Conduct regular file audits to ensure compliance and support line managers to maintain files to the required standards
- Support accreditation preparation activities across the relevant standards pertaining to People and Culture

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- Monitor the HR email inbox, responding to general queries from applicants, students, volunteers and acknowledge all job applications
- Assist with general administration duties on a needs basis

KEY SELECTION CRITERIA

Essential:

- Tertiary qualification in human resources, business or equivalent
- Knowledge of current employment law, application of modern awards and OHS legislation, with the ability to utilize this knowledge to provide practical solutions to staff and support managers in their understanding of employment and OHS obligations. Familiarity with the SCHADS Award would be highly regarded.
- Ability to take on a collaborative approach when working with other team members and managers (at all levels) to support recruitment, selection and onboarding activities
- Demonstrated ability to build strong stakeholder relationships and take a tailored approach to advise on HR matters and partner on projects/activities
- Highly-developed investigative and problem solving skills with the ability to objectively probe for facts, understand issues from different perspectives, critically analyse information and propose workable solutions
- Sound planning and organization skills with a focus on providing timely responses with a high level of accuracy and attention to detail
- Ability to demonstrate a positive attitude whilst adapting to different ways of working and changing circumstances- working well within a team or autonomously and adjusting to and supporting organizational change
- Demonstrated understanding and respect of the Child Safe Standards and child safety principles including the safety of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds as well as children who identify as LGBTI as well as children with a disability.

Desirable:

- Experience working within the social and community services or not- for -profit sector
- Knowledge and experience of injury management at work principles, WorkCover and return to work processes

TERMS AND CONDITIONS

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Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010; plus the current legislated Superannuation contribution. While legislation allows, Salary Packaging is offered with this position.

All offers of employment are subject to a six month probationary period.

Performance reviews are linked to criteria in the position description, individual work plans as well as active demonstration of EDVOS values and organisational accountabilities and responsibilities including child safety and equity and diversity.

All offers of employment are subject to the following:

- Current National Police Record Check (renewed every 3 years).
- International Police Record Check (where required).
- Current Working with Children Check Assessment notice and card valid for Employment.
- A Current Victorian Drivers Licence (where required).
- Eligibility to work in Australia.

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