

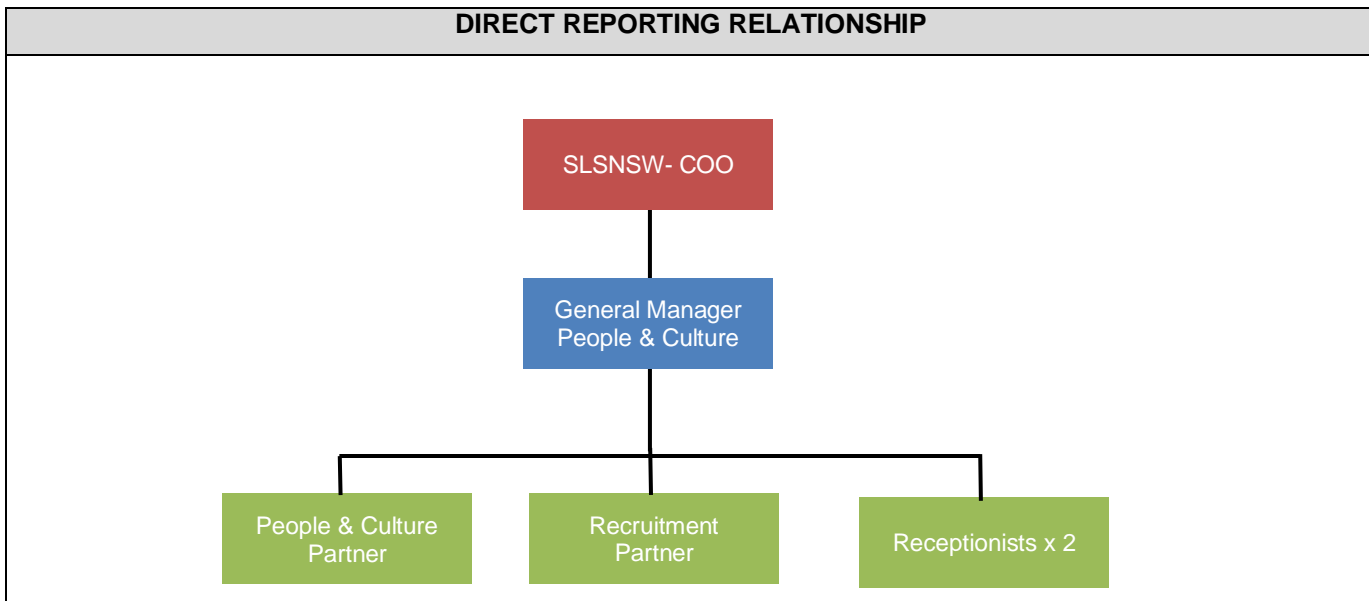


Position Description

Position	Work Location	Position Description Completed
People & Culture Partner	SLSNSW Headquarters or Remote	March 2024
Reports To:	Direct Reports:	Department
General manager People & Culture	NIL	People & Culture

PURPOSE STATEMENT

The People & Culture Partner is responsible for assisting with the administration of People & Culture activities, processes, reporting and initiatives. This role ensures processes are effectively supporting the People & Culture functions and the GM People & Culture, working in line with organisational and legislative requirements.



SELECTION CRITERIA	
Essential	Desirable
<ul style="list-style-type: none"> • Tertiary qualification in Human Resources or a minimum of 2 years generalist award interpretation and end to end recruitment and onboarding experience • Sound Human Resources administrative experience and the ability to prepare contracts, HR related reports and analyse data trends and improve processes • Ability to make sound judgments and solve problems and provide sound advice • Excellent interpersonal and relationship building skills at all levels in the organisation and with external stakeholders • Proven experience in coordinating business activities autonomously • Motivated self-starter with proven initiative. • High attention to detail • Excellent verbal and written communication skills • Evidence of the practice of a high level of confidentiality • Excellent organisational skills, capable of meeting deadlines and managing multiple projects • Understanding of the relationship of HR & Payroll and the need to provide timely information • Intermediate skills in Microsoft applications including Word, Excel and PowerPoint 	<ul style="list-style-type: none"> • Understanding of Surf Life Saving as Not for Profit organisation; • Previous experience supporting the People & Culture function • Process documentation experience • Understanding of child protection legislation in relation to workplace relations. • Previous experience in implementation of HR software

<ul style="list-style-type: none"> Ability to plan and prioritise own work, to take responsibility and utilise initiative for delivering work activities and projects in an effective and timely manner. 	
---	--

KEY RESPONSIBILITIES	
Responsibility	Description
Recruitment Processes	<ul style="list-style-type: none"> Manage the recruitment process from advertisement placement through to contract drafting and successful onboarding Update recruitment register and relevant tracking reporting, with new hires, internal moves/ changes and offboarding Assist with shortlisting where required and distribute applications to the relevant Hiring Manager Arrange and conduct or assist with interviews and coach managers (where required) on interview process Complete reference checks Draft employment contracts for review by the General Manager People & Culture Send new employee offer email, contract and new starter forms via Docusign Track return of new employee signed contracts and new starter forms and provide to Payroll in a timely manner Coordinate the onboarding program for new employees Liaise with Managers and Corporate Services regarding IT and company property required for new employee Provide recruitment updates to General Manager People & Culture as required, including FN staff movement and recruitment reports Drive Probation review completion via reminders to managers Administer Exit Surveys, conduct Exit Interviews and track data in the Turnover Tracking register Ensure all offboarding requirements are communicated to relevant stakeholders and employee file is archived Manage Parental Leave documentation and communication to staff member and Payroll Draft any other staff letters as required and update payroll on any staff changes to position or salary
Professional Development	<ul style="list-style-type: none"> Collect and administer training requests and record in training register Coordinate training sessions and seminars as required and liaise with external providers Co-ordinate catering via Reception Market and drive staff interest and participation for various training Research compliance and other training as required Distribute evaluations to attendees and report on trends post training
People & Culture Systems	<ul style="list-style-type: none"> Assist with implementation and updating of HR software Complete End of Month reports on general P&C activities for SLT and Board reports, HR recharges for Finance; Assist to drive participation in the annual Staff Engagement Survey and Focus Groups Assist with research and implementation of Engagement Survey outcomes and initiatives Input and retire employees from Envisio platform for Performance Reviews

	<ul style="list-style-type: none"> • Develop or maintain existing MS forms relating to P&C processes • Assist to market and drive performance reviews • Assist with WGEA and AON survey data for submission • Create Purchase Orders for approval • Update P&C Policies annually as directed • Ensure Processes are regularly updated in the P&C Manual • Assist with annual salary increase letters to staff • Assist with determining and communicating Award rates changes to managers and payroll. • Co-ordinate and drive the employee recognition program • Provide staff anniversary details to Reception for Quarterly staff meeting slide pack
Workers Compensation	<ul style="list-style-type: none"> • Provide information to the insurer regarding staff injuries and coordinate the workers compensation processes, maintaining records and updating the tracking spreadsheet • Attend and record monthly case load meetings with insurer and GM P&C • Work with payroll and Workers Compensation Insurer on Workers Compensation loss of wages processes. • for the SLSNSW membership.
Other	<ul style="list-style-type: none"> • Attend various committee meetings with and for the GM P&C • Continue learning to maintain relevant knowledge on legislation changes and best practice via webinars, summits and training and compile and save summaries of learnings. • Provide direction to Reception on P&C matters and request administrative assistance as required. • Review work completed by Recruitment Partner and provide direction as required. • Other projects and assistance as required

CORE RESPONSIBILITIES (ALL STAFF)	
Accountabilities	Key Performance Indicators (KPI's)
Work Health and Safety	<ul style="list-style-type: none"> • Demonstrates action taken in identifying hazards, assessing risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace; • Demonstrates duty of care, considers own safety and the safety of others while at work; • Reasonably complies with WHS guidelines and procedures, using protective clothing or equipment provided at all required times; • Is fully aware of SLSNSW's safety procedures and expectations, and actively participates and contributes. • Participates in the ongoing improvement of the SLSNSW WHS policy and visibly and constantly supports its implementation. • Practice and promote the SLSNSW Equal Opportunity, Harassment and Bullying policy by treating fellow staff and others fairly and equitably and without discrimination, harassment or bullying.
Organisational Culture	<ul style="list-style-type: none"> • Promotes and encourages personal growth and effective communication. • Understands and supports policies and procedures of the organisation as defined in the Employee Handbook. • Continually contributes to and supports volunteers & staff, including Directors, Branches, Clubs & Members

Leadership/Teamwork	<ul style="list-style-type: none"> • Supports the decisions of SLSNSW Board of Directors and SLSNSW Management • Displays willingness to assist others, shares knowledge openly, cooperates and supports the department. • Receptive and open to feedback • Maintains a positive and constructive attitude that promotes confidence in those around them. • Contributes to staff meetings and promotes the exchange of information throughout the organisation. • Regularly meets with Manager to discuss performance, plans and current issues
Continuous Improvement	<ul style="list-style-type: none"> • Exercises initiative in making improvements to work processes and outcomes. • Always searches for better ways and strives for best practice. • Embraces and adapts to change

WORKING RELATIONSHIPS

Internal: The People & Culture Business Partner interacts with all members of staff on People & Culture related matters including recruitment and onboarding processes, performance management and workers compensation.

External: Relationships exist with external providers including recruitment, learning and workers compensation providers.

APPROVAL

This position description has been reviewed and is considered to accurately reflect the requirements of the role and the organisation

General Manager People & Culture _____ Date _____

Chief Operating Officer, SLSNSW _____ Date _____

I have read and understood this document and agree to perform the duties and responsibilities as listed within the list

Employee Name _____

Employee Signature _____ Date _____