

POSITION DESCRIPTION

Position Title	People and Culture Officer (Generalist)
Program	People, Culture & Performance
Employment Status	Full-Time
Tenure	1 x Ongoing & 1 x 12-month parental leave cover
Classification	SCHADS Level 3
Position reports to	People and Culture Manager
Location	Thomastown/Heidelberg; <i>on the lands of Wurundjeri People</i>

Kids First is a child, youth and family services provider and early years education specialist. We have proudly been at the heart of community care in Victoria since 1896.

Our proud history is matched with a progressive mindset as we continually deliver Australian-first and sector leading programs designed to strengthen family relationships, support healing and recovery from trauma and set children and young people up for brighter futures.

We nurture an inclusive and rewarding culture that attracts and retains talented people, bound to a common purpose. Built on our legacy of more than 125 years of community service, we actively support our people to make a significant difference to the lives of children, young people and families. Every. Single. Day

Kids First is a child safe organisation and is committed to maintaining a child safe environment for children and young people who access our services.

As an Equal Opportunity employer, we respect and value diversity and inclusion. We welcome everyone to apply, regardless of age, ethnicity, cultural background, gender, sexual orientation, religious affiliation, and physical ability. Reasonable adjustments will be made for people with disabilities where operationally viable.

Our Purpose

Every day we will work together to improve the life trajectories of children and young people, and maximise positive outcomes for them and their families.

Our Values

Our HEART values encapsulate the way we work together and partner with children and families to bring positive and sustainable outcomes.



Hope
We believe that change is possible and achievable



Empowerment
We build on people's strengths and support their ability to make positive changes in their lives



Accountability
We are open and transparent in everything we do



Respect
We value all people



Trust
We act in an ethical, inclusive, professional and open manner

Position Purpose

The primary purpose of the People and Culture Officer (Generalist) role is to provide consistent, accurate, and timely support and advice across various aspects of People and Culture. The role will focus on key areas of the employee lifecycle, from recruitment and onboarding to compliance, while supporting the organisation's broader strategic goals.

As a generalist, you will have the chance to develop your HR skills while being part of an evolving People and Culture team. You will play an essential role in ensuring the organisation fosters a positive, inclusive, and engaging workplace culture, while addressing the day-to-day people-related needs of the business.

Organisational Relationships

Supervisor	People and Culture Manager
Direct Reports	N/A
Internal Relationships	<ul style="list-style-type: none">• Chief Executive Officer• Executive Team• All staff
External Relationships	<ul style="list-style-type: none">• Relevant employer associations• External consultants• Providers and suppliers• EAP Provider• Professional networks

Key Responsibilities

- Build and maintain relationships with leaders and staff to provide daily HR advice and guidance on recruitment, onboarding, offboarding, orientation, and other HR processes.
- Oversee employee lifecycle activities, ensuring accurate data entry into HR information systems while maintaining compliance.
- Contribute to process improvement initiatives, focusing on enhancing policies, procedures, and systems to increase HR efficiency and improve the employee experience.
- Offer guidance and clarification on policies, procedures, and processes to employees.
- Lead the recruitment and selection process, supporting hiring managers in creating job advertisements and position descriptions, maintaining the recruitment system, assisting with candidate interviews, and providing overall recruitment support.
- Manage the end-to-end onboarding and offboarding processes, including all required documentation, employee probity checks, and conducting exit interviews.
- Ensure the accuracy and efficiency of HR data entry, maintenance, and reporting in HR systems, providing reports to relevant stakeholders as needed.
- Support new employees during their orientation, delivering and assigning relevant training to help them integrate effectively into the organisation.
- Assist in identifying learning and development needs across the organisation to support employee growth and continuous improvement.
- Contribute to projects and initiatives. Perform ad hoc duties and projects as required to meet business needs and objectives.
- Build and maintain relationships with leaders and staff to support Offering effective HR solutions and recommendations based on company policies, procedures and work practices including relevant Awards

Quality and Risk Management

OHS

- All Kids First employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety in the workplace.

Capability Framework – key selection criteria

Formal Qualifications	<ul style="list-style-type: none">• Undergraduate or post-graduate qualification in Human Resources or related field required• 1-2 years of human resource generalist experience preferred• A passion for HR and a desire to build a career in People and Culture is key.
Skills & Experience	<ul style="list-style-type: none">• Excellent verbal and written communication skills• Excellent organisational skills and attention to detail• Excellent time management skills with a proven ability to meet deadlines• Sound judgment and strong analytical and problem-solving skills• Ability to prioritise tasks and to escalate if required• Ability to act with integrity, professionalism, and confidentiality• Previous experience with a Human Resources Information System would be great, but not essential. Proficiency with Microsoft Office is also desirable.
Other Selection Criteria	<ul style="list-style-type: none">• Current Victorian Working with Children Card• Willingness to undertake a Police Check• A good understanding of or willingness to learn about Aboriginal culture, values and protocols and a demonstrated capacity to work in a culturally informed and respectful manner.

Inherent Physical and Psychological Demands

Activity	Frequency – Daily, Regularly, Occasionally
Managing competing priorities	Regularly
Computer based activities	Daily
Driving	Occasionally
Walking, climbing stairs, bending	Regularly
Attending external locations	Occasionally
Confronting situations (Due to the nature of our work, there may be times when you are exposed to behaviour, language and/or situations that can be confronting)	Occasionally
Attending external locations	Regular