

POSITION DESCRIPTION

Position Title	People and Culture Lead
Program	People, Culture & Performance
Employment Status	12-month contract
Tenure	Contract
Classification	
Position reports to	General Manager – People and Culture
Location	Thomastown; <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 People and Culture Lead drives the delivery of high-quality HR services across Kids First, ensuring alignment with strategic goals and fostering a positive, inclusive workplace culture. As a key member of the team, this role maintains strong working relationships with both the General Manager – People and Culture and the Director of People, Culture and Performance.

Organisational Relationships

Supervisor	General Manager – People and Culture
Direct Reports	<ul style="list-style-type: none">• Senior People and Culture Officer• People and Culture Officer x 2
Internal Relationships	<ul style="list-style-type: none">• Chief Executive Officer• Executive Team• All staff
External Relationships	<ul style="list-style-type: none">• Relevant unions, employer associations, peak bodies, external consultants, EAP Provider• Professional networks

Key Responsibilities

Employee Engagement and Culture

- Support the implementation of the HR strategy promoting a positive workplace culture and enhancing retention.
- Seek and respond to external opportunities to provide recognition and celebration of the work of Kids First.
- Contribute to continuous process improvement across the P&C team through identifying opportunities and driving solutions using data to inform decisions.
- Develop, review, and update HR policies and procedures to ensure alignment with legal requirements and best practices.
- Work collaboratively with the Diversity and Inclusion Manager to contribute to the workforce diversity and inclusion strategy.
- Advise management and employees on the interpretation and application of HR policies, workplace agreements, and employment law.

Talent Development and Workforce Planning

- Effectively engage and partner with Kids First's people leaders and staff to strengthen and enhance graduate and student opportunities to build the workforce of the future and in partnership with training providers.
- Effectively engage and partner with Kids First's people leaders and staff to strengthen and enhance succession planning and development opportunities to build the workforce of the future.
- Promote talent pathways externally to attract candidates in line with our organisational values and culture plan.

Employee Relations and Compliance

- Review and update existing policies and procedures to ensure supportive processes are in place to develop and enhance employee experience through probationary management, supervision and performance management processes.
- Provide coaching, learning and support to the leadership team on people and culture processes and initiatives that support performance alignment.
- Provide advice on employee relations matters, while building confidence and competence in leaders to undertake processes in a supportive manner and in turn, mitigate risk by working within policy and procedure.

- Support organisational change management processes.
- Provide performance management advice and undertake performance and/or complaint investigations, as required.

Leadership and Team Development

- Mentor and develop the P&C Team.
- Create and drive a P&C service delivery framework to ensure stakeholder needs are met with consistent outcomes.

Employee Life Cycle Activities

- Oversee all life cycle activities such as recruitment, onboarding, probationary management, supervision, annual appraisals and separation processes including exit interview process and feedback.
- Provide assistance with WorkCover and injury management.

Capability Framework – key selection criteria

Formal Qualifications	<ul style="list-style-type: none"> • Formal tertiary qualifications in Human Resources, Psychology, Organisational Development or related discipline • Cert IV in Government Investigations desirable • Cert IV in Training and Assessment desirable
Skills & Experience	<ul style="list-style-type: none"> • Previous well-rounded HR generalist experience • Previous experience in using a Human Resources Information System (preferably HumanForce) • Comfortable and confident in those difficult ER conversations • Prior experience in developing and delivering training on HR matters • Propensity for action and a sense of urgency – a self-starter • Strong knowledge in the foundations of HR (including working knowledge of the FWC, industrial agreements and other terms and conditions of employment) • Understanding the 'why' and not just the 'how' • Experience in WorkCover and injury management (or a willingness to be trained) • Ability to work as a member of team and be able to work independently with limited supervision • Excellent Microsoft skills, particularly word and excel • Strong customer service focus
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 Regular Occasional
Managing competing priorities	Frequently

Computer based activities	Often
Driving	Occasionally
Walking, climbing stairs, bending	Sometimes
Attending external locations	Often