



Job Title: People and Culture Manager

Recruitment Specialist: Louise Mann

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Phone: (02) 4929 1666

Application close date : Friday 10th September

- Applications should include a covering page highlighting your specific skills and experience relating to the essential position requirements outlined in the position description
- If you are shortlisted for interview, the panel interview will take place approximately 2 weeks from the close date
- It is expected the start date will be within 4 weeks from date of offer to allow for any notice required
- You will be updated weekly on the progress of your application via peoplefusion
- All enquires are to be directed to the above-mentioned Recruitment Specialist at peoplefusion



Additional Information:

KPI's

1. A workforce plan to support the business achieve strategy
2. Compliance delivery of HR operations
 - Policy development
 - Oversight of performance management
 - Guidance on variety of HR issues
 - Oversight on investigations with complex employee issues
3. Creation & Implementation of HR People Development
 - Creation of performance & service benchmarks across all business unit functions
 - Provide service to internal client groups in all HR matters
 - Recruitment, Training & Development plan developed in implemented in line with budget
4. Creation & Implementation of HR Communication and Engagement
 - Agreed reporting on time and accurate each stipulated time period
 - Feedback as per survey results going forward



People and Culture Manager

Reporting to: Corporate Governance Manager

Department: People and Culture

Location: Newcastle, NSW

4 U Care Mission Statement

To be the preferred choice of support for people with a disability throughout Australia. Unparalleled in our quality of care.

Position Purpose

The purpose of the People and Culture (P&C) Manager is to be the champion and custodian of 4 U Care's internal culture. Additionally, the P&C Manager will provide project support and accurate, commercially appropriate and timely advice relating to all Human Resources matters, across all HR disciplines.

Key Responsibilities

- Identify needs, develop and review all Human Resources policies and procedures for the organisation
- Build and deliver on the key strategic people initiatives identified as strategic priorities, in consultation with other key business leaders
- Perform gap analysis and provide recommendations to leadership regarding appropriate people strategies, projects and initiatives, as required
- Identify, make recommendations and deliver solutions for an internal employee development and capability framework
- Work with leaders to develop and implement KPI's across 4 U Care
- Manage all internal HR matters and employee grievances, as required
- Manage and maintain all employee documentation and meet regulatory requirements for record keeping
- Assist with the management and delivery of all organisation wide communications
- Ability and willingness to work at a strategic and operational level



Essential Skills, Education and Experience

- Demonstrated ability to effectively lead and successfully implement organisation wide projects
- Strong generalist HR skills, across all aspects of the HR function
- Demonstrated ability to research and provide sound advice relating to all HR matters
- Demonstrated ability to interpret and apply legislation, ensuring compliance
- Ability to perform and deliver results at an operational and strategic level
- Demonstrated ability to engage a range of stakeholders
- Demonstrated ability to maintain professional focus, boundaries and confidentiality
- Advanced analytical skills and the ability to think strategically
- Well developed written and verbal communication skills
- An understanding of the sector is highly desirable, but not essential

	Date	Who
Reviewed		
Approved		



OUR ORGANISATION

