

Position Description	
Position Title:	Head of People and Culture
Status:	Fulltime – Ongoing
Classification:	Contract
Remuneration:	As per the Contract of Employment
Primary Location:	660 Elizabeth Street, Melbourne
Date PD Adopted:	October 2018
PD Review Date:	October 2019

About Unison

Unison provides a diverse range of housing services across Victoria and in Adelaide, including social housing, affordable housing, private rental, transitional housing and owners corporation services.

We believe that affordable housing is the foundation on which to build a life of value, but that a good life takes more than just housing. A good life takes place in a community.

We provide affordable housing, and work to reduce disadvantage and social exclusion for people who have previously been homeless, by helping to create communities around them. Unison also assists over 3000 people each year who are homeless or at risk of homelessness.

Vision

Communities that thrive.

Mission

Collaborate to create vibrant, sustainable communities that meet the needs of renters, owners and people who are homeless, by developing, managing and providing access to affordable housing.

Organisational Values

Unison is a values-based organisation and seeks to cultivate a culture founded on quality of service delivery, responsiveness, collaboration and respect for others. It is an environment that requires all team members to maintain high standards of work in line with our Values:

People

- We put the customer at the heart of what we do, we value each other and welcome diversity

Respect

- We are respectful of all and welcome open and honest discussion

Positivity

- We have a positive and dynamic approach to our work. We embrace change, learn from our mistakes and seek to find solutions

Accountability

- We do what we say we will do

Position Objective

Head of People and Culture, will work closely with the CEO and Executive Team to:

- Develop people related strategies and strengthen organisational capability aligned with Unison's values, objectives and priorities. Lead and implement a broad range of contemporary human resources and organizational development strategies, programs and policies to successfully support the objectives of the business.

Key Accountabilities

Human Resource Operations

- Advise on all aspects of human resources including; performance management, remuneration and benefits, learning and development, talent management and succession planning, and health and wellbeing.
- Demonstrated knowledge of relevant legislation, awards, policies and practices
- Coaching and influencing senior management and sound experience providing strategic and operational leadership

Workplace Health & Safety

- Provide leadership for the organisation on Workplace Health & Safety including coordinating meetings, review of incidents and compliance
- Ensure appropriate management of Workplace, Health and Safety ensuring that standards and processes are compliant with legislation and best practice
- Develop a safety management framework for the organisation

Organisation Development

- Develop and coordinate training, development and career management programs based on organisational needs and strategy.
- Lead the adoption and incorporation of the workforce capability framework

- Coordinate the staff development and review process, ensuring consistent, constructive and fair performance conversations and processes.

Industrial Relations

- Lead the negotiations in the Enterprise Bargaining Process to achieve a fair outcome for the organisation and staff
- Liaise with employment law, IR/ HR specialists to gain advice and assistance and to ensure compliance

HR systems and reporting

- Deliver effective HR information systems that capture and report on relevant HR information and data.
- Undertake analysis of trends and metrics to inform organisation decision making.
- Ensure regular HR reports are delivered to inform and empower the Executive team, people managers and the Board.

Change Management

- Support the development and implementation of change strategies across the organisation and partner with business functions across the organisation to provide advice and support.
- Provide insight to the Executive Team and people managers on organisational culture and trends through the coordination of culture and engagement tools and initiatives.

External Relations

- Develop and maintain effective collaborative partnerships with external stakeholders including government agencies, non-government organisations and the community.

Key Selection Criteria

Qualifications & Experience	<ul style="list-style-type: none"> • Graduate Qualifications in Human Resources, Organisational Development, Industrial Relations or similar • Responsibility for managing a broad human resource function. • Experience with interpretation and implementation of Awards, Employment contracts and Enterprise Based Agreements • Leadership experience of at least 5 years
Personal Qualities	<ul style="list-style-type: none"> • A demonstrated commitment to social justice and to the empowerment of disadvantaged members of the community • Ability to show initiative, be a self-starter and work autonomously. • A high level of energy and enthusiasm • Positive team-working approach
Knowledge and skills	<ul style="list-style-type: none"> • Proven ability to develop, implement and manage effective systems for Human Resources, including the development

	<p>of organisational policies and procedures, and the provision of related staff training</p> <ul style="list-style-type: none"> • Demonstrated skills in critical thinking and creative problem solving • Demonstrated high-level skills and experience in administration and knowledge management, web and MS Office suite software • High level communication skills – including verbal and written communication • Demonstrated skills and experience in the implementation of operational policy and procedure • Good computer skills, including experience with MS Windows and MS Office
Occupational Health and Safety	<ul style="list-style-type: none"> • Ensure that Unison’s Occupational Health and Safety Policy and Procedures are continually observed and complied with.
Safety screening	<ul style="list-style-type: none"> • This role is subject to a satisfactory National Police History check and Working with Children Check. • Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check.

Unison is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of both our clients and staff and engaging in a diverse workforce. Unison encourages individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI community to join our workforce.

Organisational Relationship

Accountable to	<ul style="list-style-type: none"> • CEO
Supervises (Day to Day Operations)	<ul style="list-style-type: none"> • People and Culture Officer
Internal Liaisons	<ul style="list-style-type: none"> • Unison Executive Team, Management Team, Unison Place Management Teams, other internal staff.
External Liaisons	<ul style="list-style-type: none"> • Government Departments and other relevant local forums & networks

Physical Inherent Requirements

Office Duties

- Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks.
- General office based work such as handling files, various paperwork,



attending to phone calls and stakeholder enquiries.

Driving

- Required to drive private or Unison owned vehicles.

Work Environment

- May be required to work from different sites, including offsite facilities.
- Exposure to varied weather conditions.

Lifting and Carrying

- Infrequent lifting and carrying of items up to 5kgs.

Bending and Reaching

- Required to occasionally bend and reach.

Signed and Dated: