

Position Description	
Position Title:	People Manager
Date PD Adopted:	April 2021
PD Review Date:	April 2024

About Unison

Unison provides a diverse range of housing services in Victoria, 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 3,500 people each year who are homeless or at risk of homelessness.

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 communities to join our workforce.

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.

Organisation 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 Objectives

- Lead and manage all aspects of Unison's Human Resources (HR) and Occupational Health & Safety (OHS) functions.
- Provide authoritative advice on HR and OHS matters.
- Develop and implement strategies, plans, programs and policies to successfully support the objectives of the business

Key Accountabilities

Employee Lifecycle

- Develop and implement strategies and plans to support effective talent management (attraction/ retention), succession planning, health and wellbeing and diversity.
- In consultation with relevant managers, manage all aspects of the recruitment, on-boarding and off-boarding of employees.
- Manage issue of employment contracts and variation of employment letters.
- Advise on and manage remuneration reviews.

Employee/Industrial Relations

- Provide expert advice to management and communicate with employees regarding contractual, industrial instrument and legislative entitlements.
- Provide guidance and support to management in relation to the handling of grievances and performance management issues.
- Provide best practice advice and support to management in relation to employee relations matters.
- Carry out investigations into minor disciplinary matters and liaise with external investigators in relation to serious disciplinary matters.
- Support the development and implementation of change strategies across the organisation, including providing advice and support to Executive and Management.

Organisation development

- Develop and coordinate training, development and career management programs based on legislative, regulatory and contractual requirements, organisational needs, and strategy
- Coordinate the annual performance review process, and support consistent, constructive and fair performance conversations and processes.

OHS

- Provide leadership for the organisation on OHS including ensuring appropriate identification and management of risks and appropriate processes are in place to comply with legislation and best practice
- Act as the Return to Work Coordinator in relation to workers compensation claims.
- Manage and advise on fitness for work issues.
- Monitor compliance with the OHS Management System Framework

Policies & Procedures

- Identify any relevant legislative or regulatory changes and advise on application to Unison; lead change management where relevant.

- Review and amend Unison’s HR and OHS policies, procedures and related documentation cyclically, following identification of improvement opportunities, changes in relevant legislation or change in organisational needs. This includes consultation with employees and management as required.
- Manage the implementation of HR and OHS policies, procedures and related documentation.

General

- Ensure compliance with legislation, industrial instruments and internal policies and procedures;
- Manage the implementation and rollout of new HR/Payroll system from People perspective;
- Liaise with external legal providers when appropriate.
- Develop and maintain effective collaborative partnerships with external stakeholders including government agencies, non-government organisations, the unions and the community
- Ensure excellent records are maintained;
- Develop reports to meet internal and external obligations;
- Other duties as directed by Unison.

Key Selection Criteria

Qualifications & Experience	<ul style="list-style-type: none"> • Relevant tertiary qualifications in Human Resources, Organisational Development, Industrial Relations or similar • Minimum 5 years’ experience in a HR or employee/industrial relations role within a medium to large organisation including leadership experience; • Sound understanding and experience in industrial and employee relations, including interpretation of industrial instruments, and occupational health and safety legislation; • Experience in the role of return to work coordinator in connection with workers compensation claims (desirable); • Experience within the non-profit community sector (desirable).
Personal Qualities	<ul style="list-style-type: none"> • Ability to liaise professionally and confidently with stakeholders • High regard for confidentiality and customer service • Ability to show initiative, be a self-starter and work autonomously • Ability to work under pressure and manage competing deadlines • A high level of energy and enthusiasm and positive team-working approach
Knowledge and skills	<ul style="list-style-type: none"> • Proven ability to think strategically in relation to HR, IR and OHS • Exceptional attention to detail • Advanced computer skills in the Microsoft suite especially Excel and readily embrace and implement new technology where appropriate • High level communication skills including verbal and written • Excellent interpersonal skills, including the ability to effectively liaise with and provide advice to all levels of an organisation • Good negotiation and problem-solving skills • Ability to work in a flexible and collaborative manner to achieve successful business outcomes

Workplace Health and Safety	<ul style="list-style-type: none"> • Comply with Unison’s OHS policy and applicable legislation. • Regularly inspect own immediate work environment and report any incidents, hazards or near misses that can cause harm or that represent a threat to public safety to the relevant Manager or Supervisor. • Actively participate in hazard elimination where practical.
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.

Physical Inherent Requirements

Office Duties	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Required to drive private or Unison owned vehicles.
Work Environment	<ul style="list-style-type: none"> • May be required to work from different sites, including offsite facilities. • Exposure to varied weather conditions.
Lifting and Carrying	<ul style="list-style-type: none"> • Infrequent lifting and carrying of items up to 5kgs.
Bending and Reaching	<ul style="list-style-type: none"> • Required to occasionally bend and reach.

Organisational Relationships

Accountable to	<ul style="list-style-type: none"> • Director Corporate Services
Supervises (Day to Day Operations)	<ul style="list-style-type: none"> • People Officer
Internal Liaisons	<ul style="list-style-type: none"> • Executive team • Management group, team leader group • All employees
External Liaisons	<ul style="list-style-type: none"> • Peak bodies • unions