



People and Culture

Coordinator

Candidate Information pack

- **Act for Peace is a dynamic humanitarian aid and development agency**
- **Generous Workplace benefits;**
 - Flexible working hours
 - Salary packaging option
 - Access to Employee Assistance Program
- **Be part of an experienced and friendly team of professionals**
- **Permanent part-time (0.6fte / 3 days per week)**
- **Location: Sydney (hybrid working arrangements)**

Please apply online at <https://act-for-peace.workable.com>

Deadline for applications: 16th August 2022.

You will need to upload a copy of your resume and a covering letter detailing how you meet the selection criteria with your application.

Please contact 1800 025 101 or jobs@actforpeace.org.au, if you have any queries. Thank you for your interest in this position.

About the role

In this newly created position as our People and Culture Coordinator you will report to the Head of Operations and work as part of our Business Services Department to drive initiatives that make our organisation a great place to work and contribute to a culture that's true to our values so that everyone who works here is empowered to bring their best.

You will have a busy and varied role drawing on your experience across a broad range of HR functions, with responsibility for carrying out all end-to-end HR processes and implementing the HR, performance, learning and development functions to ensure that Act for Peace:

- Complies with governance requirements including relevant legislation and organisational policies and procedural guidelines applicable to HR;
- Attracts, retains and develops a highly engaged and committed workforce to achieve business objectives;
- Is positioned as an employer of choice underpinned by a safe, contemporary, positive and high-performance people culture.

You're looking for a part-time position where you can use your experience and initiative to develop a role that can make a big and growing contribution to the lives of others.

You will be based in our Sydney CBD office with hybrid working arrangements in place, and the salary will be negotiated depending upon the skills and experience of the successful candidate.

About Act for Peace

Today, there are more refugees, asylum seekers and displaced people worldwide than at any time since records began. That's more than 70 million people forced to flee their homes to escape conflict and disaster.

It's a terrible injustice. And one that we can, and must, overcome.

We believe all people are created equal, and we should love our neighbours as ourselves. Yet, right now, we're living in a world of 'us' and 'them'. Divisions are deepening, conflicts are escalating, and climate inaction is placing lives in peril.

It means every day, more of us around the world are forced from our homes by violent conflict and disaster.

For more than 70 years, Act for Peace has brought people together to respond to this injustice. Meeting urgent needs, advocating for change and backing displaced people to reclaim control of their lives.

Founded by the Australian churches, we are a diverse collection of people united by a powerful conviction: to create a just and peaceful society, we must work together. It's both the right thing to do, and the only thing that will work.

That’s why we work in solidarity with long-term local partners; and collaborate with local, regional and global networks, academics, governments and the UN; to ensure people uprooted by conflict and disaster have a safe place to belong.

OUR VISION

A world where everyone belongs.

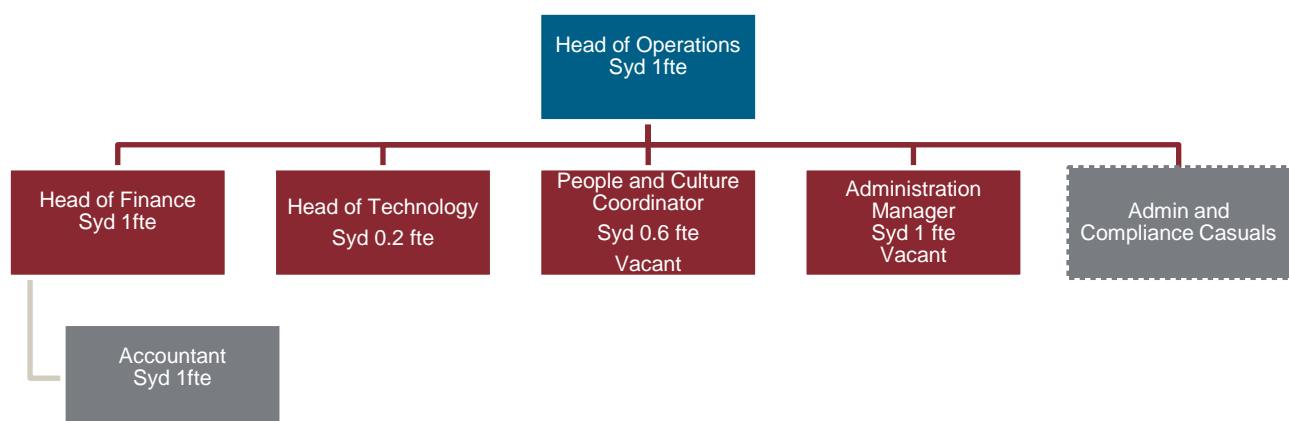
OUR PURPOSE

To create, together, a world where people uprooted by conflict and disaster have a safe place to belong.

For more information about Act for Peace, including our principles and policies, please visit our website www.actforpeace.org.au

About the Business Services Department

Business Services is responsible for the efficient and effective operations and operational performance of Act for Peace, including development, delivery, evaluation and reporting of strategic and operational planning and policy development across the Human Resources, Finance, Administration, Facilities Management, Information Technology, Compliance, Governance, Reporting and Risk Management. The Department works closely with other Departments and partners to enhance a culture of collaboration, creativity and trustworthiness, providing advice and supporting other Departments to operate as effectively and efficiently as possible and identifying opportunities and implement solutions for continuous improvement.



People and Culture Coordinator Position Description

Position title:	People and Culture Coordinator
Department:	Business Services / Operations
Location:	Sydney (with hybrid working arrangements)
Reports to:	Head of Operations
Direct reports:	nil
Employment status:	Full time (0.8 FTE may be considered)
Safeguarding Risk Assessment	
Children:	Medium
Vulnerable Adults (PSEAH):	Medium

Business Services Department

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Purpose of the Position

The People and Culture Coordinator has a busy and varied role for a HR generalist with responsibility for carrying out all end-to-end HR processes and implementing the HR, performance, learning and development functions to ensure that Act for Peace:

- Complies with governance requirements including relevant legislation and organisational policies and procedural guidelines applicable to HR;
- Attracts, retains and develops a highly engaged and committed workforce to achieve business objectives;
- Is positioned as an employer of choice underpinned by a safe, contemporary, positive and high-performance people culture.

Key Accountabilities Set

Key Accountabilities	Performance Expectations
Lead on generalist HR activities	<ul style="list-style-type: none"> • Lead the implementation of the HR plans and projects • Work closely with the Leadership Team and employees to foster harmonious work relationships, build morale, respond to change and increase performance, staff growth and retention. • Maintain knowledge of legal and regulatory requirements related to day-to-day management of employees; consult with the external legal service provider as required. • Support Department Directors with developing team structures, facilitating activities to improve ways of working within teams and retention strategies. • Maintain employee records ensuring information within is up-to-date, accurate and compliant with regulatory requirements and supporting documents are saved in employee files and relevant systems (Greentree). • Monitor and manage any risks in relation to human resources. • Chair the AfP Culture Club and support planned initiatives. • Serve as an escalation point for personnel and employee relations issues and provide support and recommendations, as needed to resolve personnel issues. • Analyse HR data and produce ad hoc reports on key HR performance indicators (i.e. retention, turnover, remuneration, professional development, staff engagement) • Implement & embed new initiatives to enhance employee experience and embed a positive and supportive working environment.
Development and implementation of Human Resources policies and processes	<ul style="list-style-type: none"> • In consultation with the HoO and Leadership Team, develop Act for Peace's policies, guidelines, procedures and processes which provide consistent, transparent and effective delivery of HR. • Ensure HR policies, guidelines, procedures and processes are reviewed regularly and updated as necessary. • Train staff on new policies and schedule 'refresher' training to ensure staff are up-to-date with current policies. • Monitor organisational implementation and compliance with policies, particularly in the areas of inclusion, recruitment, child safeguarding, WHS, etc. • Provide leadership in employee safeguarding matters • Coordinate consultative arrangements for WHS as required. • Focal Point for the Reconciliation Action Plan
Manage recruitment and the employee lifecycle	<ul style="list-style-type: none"> • Manage the recruitment process by reviewing position descriptions and recruitment plan, advertising, shortlisting candidates, preparing interview questionnaires, briefing Hiring Managers, arranging interviews, conducting reference checks

	<p>and drafting contracts.</p> <ul style="list-style-type: none"> • Oversee the onboarding and induction process of new staff and ensure all relevant formalities are completed, including briefing on policies and tracking of compliance checks (e.g. criminal history, safeguarding and counter terrorism) • Support people managers in probation review process. • Conduct exit interviews, as necessary. • Ensure all staff have a position description, and a Performance Development and Wellbeing Plan (PDWP) including supporting people managers through the PDWP process.
Learning and Development	<ul style="list-style-type: none"> • Monitoring the application of staff learning and development plans (within PDWP). • Support development and implementation of the agency wide learning agenda. • Coordinate staff meetings, staff away days, staff training sessions. • Lead on the development of managers and staff training on key HR practices, such as interviewing, performance management, staff development, people management etc.

Competencies

- Seeking results - we are committed to delivering the best possible outcomes for the communities we serve. We achieve results by demonstrating curiosity, a willingness to learn and displaying a self-managing approach. We engage with risk and opportunities with a problem-solving approach. We are accountable to each other and to our stakeholders.
- Working collaboratively - we strive to understand others' value, perspectives, strengths, needs, contributions, and commitments in order to ensure we are best placed to collaborate and achieve the best possible outcomes for Act for Peace and its stakeholders. We believe our impact is greater when we work with and learn from others.
- Being agile - we meet changing conditions and respond to new organisational requirements, with self-awareness, flexibility, creativity, resilience and purpose.
- Practicing wellness at work - we actively create a safe work environment. We honour the inherent value we each have as individuals, value everyone's contribution and build trust. We prioritise work-life balance and model kindness and hope.
- Ensuring the safety, security and wellbeing of staff members

Skills, Qualifications and Experience – Selection Criteria

Essential

- Relevant qualification in HR management or related discipline
- Demonstrated solid experience working as an HR Generalist
- Experience in development and implementation of HR initiatives and processes, including people development programs, management skills training, well-being and inclusion.
- Strong, proven experience working with Employee Relations matters
- Strong administrative, planning and organization skills
- Exceptional interpersonal and communication skills, verbal and written

- Attention to detail and possess advanced skills in Microsoft Office products (Word, Excel, PowerPoint, Outlook)

Desirable

- Experience in work, health and safety practice.
- Experience in implementing and monitoring of safeguarding initiatives.
- Experience in the international development/NGO sector
- Member of Australian Human Resources Institute (AHRI).
- Proficiency in software programs including Learning Management Systems and Human Resources Information Systems.

Key Stakeholders and Relationships

- Internal: Head of Operations, Chief Executive Officer, Act for Peace Leadership Team, Administration Manager, all staff
- External: member of applicable working groups, including with Church Agency Network, ACFID; HR legal advisor

Other Requirements

- Eligibility to work in Australia
- Commitment to the values of Act for Peace
- Commitment to abide by the principles, policies and codes of conduct of Act for Peace
- Establish positive, collaborative relationships with the Act for Peace teams
- Capacity to undertake occasional domestic and work outside standard business hours (reasonably)
- Abide by industry norms – as set out in the Act for Peace accountability framework
- For our full Policies set please see: <http://www.actforpeace.org.au/our-policies>
- Commitment to Act for Peace requirements, including attendance at staff meetings; completion of all administration, finance and operational reporting requirements as per policy and/or line managers directive, adherence to program, HR and finance policies and procedures
- Respect for a multicultural and multi-talented workforce.

Safeguarding Requirements and Responsibilities

Act for Peace takes the prevention of fraud and of sexual misconduct and harassment, and child protection seriously. As part of our Safeguarding Policies (Child Safeguarding and Prevention of Sexual Exploitation Abuse and Harassment);

- Employment is conditional upon the outcome of an Australian National Police Background check, as well as an equivalent police background check for any country in which the applicant has lived for more than 12 months during the last five years and for each country of citizenship.
- A working with children check may be required.
- Strict adherence to our Code of Conduct, Child Safeguarding Policy, Child Safeguarding Code of Conduct, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy and the Privacy Policy is mandatory.

Work, Health and Safety Responsibilities

Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

Act for Peace is an equal opportunities employer. Individuals with lived experience of displacement are encouraged to apply.