

People and Culture Project Manager

Operations

People and Culture Project Manager, Operations

An exciting opportunity has arisen to join one of Australia's most successful public interest and social justice organisations. Justice Connect is a not-for-profit organisation with a vision of a fair and strong community in which people have a fair chance at a better life, the community sector is strong and vibrant and the legal/justice and non-legal social systems are fairer and better.

At Justice Connect, we believe everyone deserves a fair chance at a better life. Too often, our legal system is complicated, expensive and inaccessible. And when the system doesn't work for everyone, it works for no one. It holds our community back. That's why we use the law to help people and community groups left behind by an unfair and complicated legal system. Whether it's a single mother facing homelessness, a local community group struggling with overwhelming regulation or an older person dealing with family violence, real-life problems so often have legal solutions. That's why we connect people with legal help. We use the power of the law to open up the legal system for those locked out of it, and to change the system where it is broken.

The key to our impact is the passionate commitment of our people. We hold ourselves to the highest standards, driven by a desire to deliver real improvements in the lives of the people and communities we help.

We are seeking a fixed term **People and Culture Project Manager** to play a key role in supporting Justice Connect staff in light of COVID-19, our new strategy and our new Customer Relationship Management system.

This role will make a critical contribution to Justice Connect's team. You will develop and deliver key People and Culture strategies which focus on building organisational capability, a highly engaged workforce and a culture aligned to achieving the organisation's strategic goals. You will work collaboratively delivering projects, templates and resources that benefit the team as it continues to evolve.

If you can see yourself helping Justice Connect and supporting our staff we look forward to hearing from you.

We know our team and our organisation is stronger with a diversity of backgrounds and experience, including lived experience of the issues we work on. Aboriginal and Torres Strait Islander people, people of colour, people from culturally and linguistically diverse and refugee backgrounds, people with diverse religious beliefs, gender diverse people, LGBTIQ+ people and people living with a disability are strongly encouraged to apply.



Applications close 9:00 am, Monday 5 October 2020.



Position description

Position title	People and Culture Project Manager, Operations
Position reports to	Chief Operating Officer
Position Works in Close Collaboration with	Organisational Leadership Team, Managers and People and Culture Officer
Employment status	12 month fixed term
Hours	The role is available either full-time (37.5 hours per week) or part-time at 30 hours per week (0.8 FTE). Flexible working days and hours are available.
Salary	Pro rata of \$85,000 per annum, plus 9.5% superannuation, annual leave loading and generous salary packaging options
Location	Level 17, 461 Bourke Street, Melbourne VIC 3000 and working remotely during COVID-19 restrictions
Closing date	9:00 am, Monday 5 October 2020
For further information	Contact Sophie Gordon-Clark, Chief Operating Officer on (03) 8636 4407.

Role purpose

The position (People and Culture Project Manager) is a newly created role to increase the support for Justice Connect staff in light of COVID-19, our new strategy and our new Customer Relationship Management system.

As a key member of the team, the People and Culture Project Manager will plan, direct and implement a variety of People and Culture strategies which focus on building organisational capability, a highly engaged workforce and a culture aligned to achieving the organisation's strategic goals.

The project nature of the role is to allow focus on the development and delivery of key People and Culture strategies which have been identified in the organisation's strategic plan. The areas of focus identified include but are not limited to: learning and development, performance development, staff health and wellbeing, and diversity all of which are currently in different stages of development. In addition and in conjunction with the Chief Operating Officer the role will have scope to identify and develop other programs which are aligned to the organisation's strategy.

Key responsibilities

The People and Culture Project Manager will be responsible for:

- Key People and Culture projects:
 - Redesigning and rolling out new performance development framework including the development of associated initiatives
 - Development of staff learning and development strategy
 - Project managing the review and delivery of staff health and wellbeing initiatives
 - Development and implementation of diversity strategy
- Engaging with key stakeholders to define key project scopes and project requirements
- Partnering with internal stakeholders to ensure appropriate project consultation and to enable successful project delivery



- Development and revision of associated People and Culture policies and procedures
- Assisting with the review of People and Culture systems, practices and procedures and implement changes and improvements as necessary
- Using contemporary People and Culture practices across all projects
- Assisting with preparation of People and Culture reporting on a regular basis
- Contributing to Justice Connect's Reconciliation Action Plan activities.
- Together with other Managers and Heads, help to ensure that Justice Connect promotes staff wellbeing, diversity, cultural competency and Aboriginal and Torres Strait Island Peoples' right to self-determination.
- Perform other duties as directed and necessary to the proper performance of the role.

This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of Justice Connect.

Selection criteria	
Qualifications	<ul style="list-style-type: none"> • Human resources or people management – desirable • Project management - valued
Technical expertise	<ul style="list-style-type: none"> • Human resources, people management – essential, with not-for-profit experience desirable • Advanced skills in Microsoft Office suite – essential • Project Management
Experience	<ul style="list-style-type: none"> • Working within a HR function 5-7 years of experience delivering HR services/projects – essential • Project Management – essential • Stakeholder/relationship management – essential • Process development and implementation - desirable
Knowledge, skills & attributes	<ul style="list-style-type: none"> • Knowledge of best practice HR • Planning and organising • Problem solving • Excellent oral, written and visual presentation skills, ability to communication with a diverse range of stakeholders in diverse and appropriately tailored formats • Excellent time management and the ability to handle different and multiple projects • High level of interpersonal skills with a demonstrated ability to use those skills to build relationships with diverse stakeholders • Create and innovative • Expert knowledge of relevant legislation, policies and procedures in contemporary HR Management • Highly motivated, with a strong work ethic, a positive attitude and demonstrated ability to work both independently and in a team • A commitment to and passion for Justice Connect's objectives and values



Employee benefits

Justice Connect offers employment benefits including salary packaging (making part of your salary tax-free), flexible working arrangements, above award annual leave provisions and opportunities for professional development. Justice Connect is an organisation that strives to show leadership, operate sustainably and demonstrate our effectiveness. You will be rewarded with a workplace culture that is professional, committed, collaborative and creative and where you can make a real difference through your work.

Important information

For further information about Justice Connect and its work please visit www.justiceconnect.org.au

The application process is as follows:

- Applications should be addressed to **Sophie Gordon-Clark, Chief Operating Officer** and should comprise a cover letter, your resume, and a succinct statement outlining your suitability for the role with reference to the selection criteria
- Applications should be emailed to hr@justiceconnect.org.au as a **single word or PDF file** including "People and Culture Project Manager, Operations via Justice Connect website" in the email subject line.
- Applications close at 9:00am, Monday 5 October 2020.

