

POSITION DESCRIPTION

Position title	People & Culture Manager		
Hours	Full Time	Contract terms	Permanent
Location	Sydney	Department	People & Culture
Reporting to	CEO	Number of Direct Reports	1 (People & Culture Coordinator)

Team Overview

The People and Culture team supports the organisation by implementing people focused initiatives throughout the employee lifecycle to ensure Redkite attracts the best talent and that we engage and retain our valued team members. The People and Culture strategy is to support the organisational goals by working closely with people managers, to ensure they have the tools, coaching and support required to meet their goals.

Primary Purpose

The People and Culture Manager will work closely with the Chief Executive Officer and the Executive team to provide an employee-oriented and high-performance culture emphasising empowerment, building skills and capability, improved quality, productivity, and ongoing development of an engaged workforce.

The role is responsible for assisting in the alignment and achievement of business objectives with employees and management nationally. The People and Culture Manager provides support to the organisation with all related people and culture functions, champions change and implements innovative people strategies.

Key Focus Areas

Leadership	<ul style="list-style-type: none"> • Lead the People and Culture (P&C) function at Redkite. • Provide advice to CEO and Executive team on employee matters, and act as a technical advisor and escalation point for any employee matters across the organisation. • Work with the CEO and Executive team, contributing to the development of the people and culture strategy and driving its implementation. • Develop and drive the embedding of people strategies, structures and processes to support organisational culture, including values and behaviours underpinning high performance and innovation.
Business Support	<ul style="list-style-type: none"> • Policies & Procedures: <ul style="list-style-type: none"> ▪ Responsible for people and culture policy development, legislative updates, approval, review, interpretation and effective communication and implementation. ▪ Ownership of CompliSpace WHS & HR modules platform.

	<ul style="list-style-type: none"> • HR Business Partner: <ul style="list-style-type: none"> ▪ Provide general HR advice to employees on any people matters as they arise and ensure effective management of any related issues. ▪ Serve as a coach and consultant to managers to support them in their roles, including HR policies and processes, talent planning, staff development and wellbeing and workplace legislation. • People Metrics and Analytics: <ul style="list-style-type: none"> ▪ Lead the development, gathering and analysis of workforce data and insights to support the business. • Diversity & Inclusion: <ul style="list-style-type: none"> ▪ Contribute to embedding diversity & inclusion within Redkite and leading any P&C specific related goals or projects.
Employee Relations and Industrial Relations (ER/IR)	<ul style="list-style-type: none"> • Provide sound interpretation of National Employment Standards (NES) and SCHADS Award. • Provide ER/IR support and advice to the business on a wide range of issues and queries as required. • Support employees as required to achieve resolution to any workplace grievances and mitigate formal grievances and disputes. • Provide and/or obtain contractual and legislative advice on ER/IR matters, including via external legal support where required.
Remuneration and Benefits	<ul style="list-style-type: none"> • Remuneration: <ul style="list-style-type: none"> ▪ Oversee and monitor remuneration framework and ensure all related procedures and practices are embedded. ▪ Effectively manage the organisation’s remuneration review process including Award and market reviews. ▪ Conduct regular reviews of job classifications and current salaries against minimum Award levels, ensuring compliance. ▪ Advise hiring managers and manage compensation and benefits for new hires. ▪ Ongoing assessment of benefits to ensure market competitive remuneration and benefits. • Payroll: <ul style="list-style-type: none"> ▪ Review payroll, including overseeing payroll set up to ensure compliance with all relevant legislation and Award requirements.
Learning & Development	<ul style="list-style-type: none"> • Ongoing development, review and implementation of learning and development strategy, including addressing any cross-organisational capability gaps.

	<ul style="list-style-type: none"> Co-ordinate learning and development programs both internal and external, and ensure is training aligned with the business goals and employee needs as agreed.
Talent Acquisition & Retention	<ul style="list-style-type: none"> Coordinate end to end recruitment process including induction and onboarding to ensure a positive experience for new recruits. Investigate any concerning issues raised within an exit interview. Monitor staff engagement levels and identify and implement initiatives to further strengthen employee engagement and retention. Develop leadership capability across the organisation, including talent and succession planning. Oversee the effective recruitment and management of volunteers.
Performance and Talent Management	<ul style="list-style-type: none"> Responsible for ongoing development, implementation and monitoring of performance management practices and tools. Coach and support managers to provide effective feedback to improve performance and resolve any issues. End to end management of any termination or redundancy process.
Workplace health and safety	<ul style="list-style-type: none"> Manage the Workplace Health and Safety programs and requirements, ensuring compliance with safety regulations. Review, report and ensure work health and safety policies and measures are adhered to across all offices, working closely with respective offices and relevant managers. Oversee the Work Health and Safety Committee
Compliance	<ul style="list-style-type: none"> Monitor compliance with existing labour laws, Awards, Work Health and Safety and government reporting requirements, and ensure the organisation is aware of, and responds to, any changes. Support Redkite to be a child safe organisation through people and culture policies and practices, including mandatory checks. Actively contribute to a culture of compliance.
Other	<ul style="list-style-type: none"> Contribute to and or manage ad hoc projects as required. Obtaining external legal advice where required and building strong relationships with Redkite's external legal advisors.

Skills & Competencies

Essential	<ul style="list-style-type: none"> Minimum 5 years' experience working in a senior HR role Strong commercial acumen and understanding of the link between people, talent, and the delivery of commercial imperatives.
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	<ul style="list-style-type: none"> • Well-versed in Australian Employment Law and experience with Award interpretation and payroll. • Strong interpersonal skills and capable of establishing respect and credibility through actions and communications. • Demonstrated experience in consulting, influencing, and negotiating with Senior Management and effective change management, with the ability to anticipate and solve problems. • Exposure to HRIS/HRMS including implementation. • High level of organisational and time management skills and demonstrated ability to be self-directed to work proactively, independently and managing competing priorities. • Well-developed written communication skills including report writing, with high levels of accuracy and attention to detail.
Desirable	<ul style="list-style-type: none"> • Experience working in the NFP Sector. • Experience working with the SCHADS Award. • Ability to work at pace, multi-task and alternate between being hands on operationally and contributing strategically as a senior leader.
Qualifications & Education	<ul style="list-style-type: none"> • Relevant Bachelor's degree or equivalent in human resources, business or management • Post graduate qualifications in human resources an advantage