

SCHEDULE 2

POSITION DESCRIPTION

Position title	People and Culture Advisor - Operations		
Hours	Full Time	Contract terms	Permanent
Location	Sydney	Department	People & Culture
Reporting to	People & Culture Manager	Number of Direct Reports	0

Team Overview

The People & Culture team is responsible for partnering with Redkite leaders to design, develop and implement strategies that will attract, engage, and develop employees and build a people centred high-performance culture.

People and Culture supports specific organisational goals by aligning people and culture initiatives and working closely with people managers to ensure they have the tools, coaching and support required to support their team members to perform and therefore be a lifeline for families facing childhood cancer.

Primary Purpose

The **People and Culture Advisor – Operations** will work closely with the People and Culture team and the broader organisation to support a people centred and high-performance culture, by implementing efficient and effective employee lifecycle processes, accurate and meaningful reporting and providing timely policy analysis, advice and guidance throughout the organisation.

The role is responsible for governance on employee lifecycle documentation including employment contracts and onboarding, employee movements and offboarding. Maintaining and reporting on people and culture key performance indicators, maintaining organisational charts and associated people and culture systems in support. Preparing employee records for Redkite's fortnightly payroll, run through an outsourced payroll provider, is also included.

With a small people and culture team, all roles provide a back up to others within the team, therefore preparedness to support other team members commensurate with skills, is required.

Key Focus Areas

Employee Lifecycle Support	<ul style="list-style-type: none">• Raises (or receives from Recruitment & Selection) employment contracts for successful candidates.• Engages with successful candidate pre-employment to complete all contracted pre-employment checks; Working with Children, Police Checks, Qualification Checks etc.
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	<ul style="list-style-type: none"> • Engages with successful candidate pre-employment and following successful pre-employment checks, to address all new hire paperwork for payroll purposes; Tax Declaration, Superannuation Declaration, Personal details and emergency contacts. • Liaises with facilities and technology to arrange for relevant office access and computer system folder access and logons to organisation systems for new hires. • Sets up all new hires with logons in required in all HR systems; CompliSpace, Crewmojo, Advance Pay etc. • Allocates all induction e-learning modules to new hires monitors and reports on completion. • Follows up new hires where e-learning modules not completed. • Provides advice and guidance on SCHADS compliance for employee movements to new positions. • Raises new employment contracts or variation letters for employee movements to new positions, or SCHADS classification anniversaries or other employment terms and condition changes. • Completes SCHADS written compliance check on position movements and on hire anniversary dates. • Receives, files and acknowledges employees' separation advice. • Conducts employee exit interviews and manages exit interview data, collates and reports on separation themes. • Maintains Redkite's Employee Files to be complete with all required documentation.
<p>People and Culture Metrics</p>	<ul style="list-style-type: none"> • Maintains Redkite's demographic records to produce People & Culture Reports as required e.g., length of service, gender, diversity, volunteer activity, turnover etc. • Produces fortnightly and monthly people and culture reports on headcount, movements, new hires, separations and turnover. • Produces and monitors anniversary dates for SCHADS Classification changes reporting and paperwork to employees. • Maintains Redkite's Organisation Chart to be current and available to all employees. • Set up and regularly reports on, activity within CompliSpace e.g., e-learning completion, WH&S reports, Policy updates.
<p>Workplace health and safety</p>	<ul style="list-style-type: none"> • Be the subject matter expert on Redkite's Workplace Health and Safety system. • Conducts (or facilitates being conducted) annual audits for work health and safety within each office. • Ensure actions from audits identified and completed. • Conducts and maintains Redkite's Working from Home policy and procedure including annual working from home checklist assessments. • Reports on audits for offices and home based work environments. • Reviews and maintains WH&S policy and procedures.

	<ul style="list-style-type: none"> Reviews and maintains our CompliSpace - Assurance tool for tracking WH&S activities and reporting on WH&S activities, near misses, incidents, and audits.
Volunteer Management	<ul style="list-style-type: none"> Be the subject matter expert on volunteer management policy and process within Redkite. Conducts all on boarding and off boarding activities for Volunteers e.g., Volunteer Working with Children Checks, Police Checks and Volunteer Agreement being in place for each volunteer. Reports on all compliance checks being undertaken as per role requirements. Reviews and maintains records for Volunteers through Salesforce and People and Culture Volunteer Files. Reviews and maintains volunteering policy and procedures. In consultation with Marketing & Communications, initiates regular communications with Redkite volunteers to engage and thank them.
Payroll	<p>Works in collaboration with our Finance team to:</p> <ul style="list-style-type: none"> Gather and log all payroll related documentation to support fortnightly pays. Liaise with outsourced provider to address outstanding queries. Coordinate the internal approval process for fortnightly pay. Liaise with Salary Packaging provider for employee amendments.
Policy & Procedure Advice	<ul style="list-style-type: none"> Provide advice and guidance to employees on Redkite policies as applicable to employment terms and conditions e.g., National Employment Standards, leave entitlements, payroll processes. Provide advice and guidance on navigating CompliSpace- PolicyPlus to assist employees to find the information they are searching for. Reviews and maintains our CompliSpace – Policy Plus tool publishing Redkite policies and procedures and key employee information. Ensure key systems tools listed below, have thorough documentation guides such that a P&C colleague could access and provide advice in your absence.
Systems Support	<p>Be systems productivity expert on the following People & Culture tools; -</p> <ul style="list-style-type: none"> All portals associated with Police Checks, Working with Children Checks & Qualification Checks Advance Pay – Payroll and Leave Applications CompliSpace – Policy Plus CompliSpace – Assurance CompliSpace – E-learning Survey Monkey (for Exit Interviews and ad hoc employee surveys) Salesforce – Volunteer Management Maxxia for Salary Packaging process
People & Culture Generalist Support	<ul style="list-style-type: none"> Provide People and Culture generalist support aligned with skill set where requested. Support recruitment and selection activities such as interview scheduling, creating interview format and questions, reference checking and participating as an interviewer where requested.

	<ul style="list-style-type: none"> • Contribute to and or manage people and culture ad hoc projects as required.
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Skills & Competencies

Essential	<ul style="list-style-type: none"> • Experience working in employee advisory role with exposure to people and culture policies and procedures. • Exposure to onboarding and off boarding employees in an office setting. • Understanding of Fair Work Act and National Employment Standards and the role of people and culture in supporting compliance to legislation requirements. • Exposure to Work Health and Safety requirements and activities within an office environment. • An interest in, and exposure to, systems as a productivity tool and a focus on productivity through systems functionality, process improvement and management. • Superior attention to detail to ensure accuracy of key documentation for employment terms and payroll processing. • Analytical skills supported by strong spreadsheet manipulation and charting skills. • Well-developed written communication skills including report writing, with high levels of accuracy and attention to detail.
Desirable	<ul style="list-style-type: none"> • Direct experience in coordinating onboarding and off boarding employees in an office setting. • Experience with Award interpretation and payroll governance. • Experience with coordinating paperwork for payroll in an outsourced environment. • Experience working in the NFP Sector.
Qualifications & Education	<ul style="list-style-type: none"> • Tertiary qualifications in human resources, or business or equivalent experience.