

People and Culture Advisor

The People and Culture (P&C) team supports ChildFund Australia to achieve success through our people, increase organisational effectiveness and capability, uphold staff rights, and improve their work life and professional well-being. The P&C Advisor is responsible for providing a range of high quality, accurate and timely human resources advice, administrative and support services to ensure the delivery of people management initiatives, projects, and reporting activities across ChildFund Australia.

Key Duties

- Provide high quality, accurate and timely human resources advice and support to managers and employees in Sydney and Country Offices where appropriate
- Deliver a range of administrative and support services including employment contract preparation, HR correspondence, meeting and event management, and project documentation to support the effective operation of the P&C team
- Liaise with Payroll to ensure accuracy of all relevant data
- Update and maintain HR records and databases complying with administrative systems and processes, compliance requirements (eg police checks) to ensure that all information is current, accurate, accessible, and stored correctly
- Identify, analyse and recommend continuous improvement in HR and coordinate the delivery of projects to improve the delivery of HR initiatives and services
- Own and oversee the delivery of the induction program and process for all CFA Sydney staff
- Assist Head of P&C with reporting requirements
- Provide end-to-end support for recruitment activities
- Facilitate WHS related programs e.g., flu vaccinations and first aid training and assist with WHS issues
- Design and deliver P&C related in-house training and workshops as appropriate
- Ensure confidentiality with respect to all HR processes and information at all times
- Promote and integrate gender equality, disability, and social inclusion into day-to-day work

Qualifications & Experience

- Relevant tertiary qualification in HR or related
- discipline and experience working in a similar role
- Proven ability to maintain strict confidence
- Experience in the range of HR functions (recruitment, learning & development, diversity & inclusion etc.)
- Experience managing employment relations issues
- Understanding of HR policies and compliance and related protocols within the Australian context
- Experience using HR management systems (HRMS), e.g., BambooHR
- Strong administrative process exposure and work practice
- Proficient in MS Office

Desirable

- Experience in the international development/NGO sector
- Demonstrated understanding of gender equality, disability, and social inclusion.

At ChildFund Australia, all staff must remain alert and responsive to any child safeguarding or sexual exploitation, abuse, or harassment (SEAH) risks. Staff will acquire the knowledge and skills needed to understand our Child Safeguarding and PSEAH policies & procedures, promote strong safeguarding practices, and conduct themselves consistent with these policies.

Skills & Qualities

Excellent communication, interpersonal and relationship building skills

Independent thinker with decision-making aptitude

Multi-tasker, able to adjust to different needs and stakeholders in Sydney & Country Offices, with great attention to detail

Change champion, promoting flexibility in working and thinking

Team Player with a learning mindset

Childfund Australia's Values

Respect, Integrity, Collaboration, Change, Empowerment & Excellence

Department: Operations
Location: ChildFund Australia, Level 8, 162 Goulburn Street, Surry Hills NSW 2010
Employment: Part-time – 4 days per week
Reports to: Head of People and Culture
Other Information: Must have working rights in Australia.
Please apply at: <https://www.childfund.org.au/work-with-us/>





ORGANISATIONAL CONTEXT

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities. We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Our vision is a world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future.”

ChildFund Australia directly manages and implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations, and manages projects delivered by partner organisations throughout Asia, Africa, and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists almost 36 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration

We provide a remuneration package that is attractive and fair; our remuneration framework ensures that we are aligned with employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 20 days of paid annual leave (pro-rated for part-time employees). You are also entitled to personal/carer’s leave, paid parental leave, long service leave and bereavement leave.

Flexible Working Arrangement

ChildFund Australia is supportive of flexible working arrangements; we encourage a culture of flexibility and encourage conversation between yourself and your manager about maintaining work-life balance. If the role allows, employees can choose to work up to 50% of their work hours from home.

Salary Packaging

As a not-for-profit organisation, our employees are eligible for salary packaging. The Australian Taxation Office (ATO) allows us to reimburse you for some of your personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in additions to the income tax free threshold.

Employee Assistance Program

In case you need help with personal, family or employment-related matters you and your family will have access to free external, professional and confidential counselling assistance. UPRISE, our EAP system, combines multiple wellbeing initiatives to support your mental health and resilience.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

OUR VISION: A world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

At ChildFund Australia you will be contributing to our programs which protect, educate, and empower children and young people.