

HEAD OF PEOPLE AND CULTURE

PURPOSE OF THE POSITION

At ChildFund Australia, we place strong emphasis on our people, culture, and values. Reporting to the Deputy CEO, Operations, the Head of People and Culture provides HR leadership to guide and support our team through an ongoing period of change. Partnering directly with the Executive and senior leaders, you will drive talent management, HR compliance, organisational effectiveness and support change management plans that directly enable our teams to deliver increased program impact.

KEY DUTIES

- Work with the Executive team to support the organisation and its people through ongoing change.
- Support the Executive in driving organisational human resource activities including but not limited to workforce culture and values and strengthening diversity and inclusion.
- Coordinate and expand use of existing training and development platforms and programs relevant to organisational needs and compliance.
- Drive a recruitment strategy that is designed to attract, retain, and develop the best talent available.
- Across our country offices, support change management for transitioning offices to best support locally led development.
- Foster a management culture that promotes and strengthens workplace health and safety, with implementation of supporting policies and practices.
- Lead on People and Culture components of ANCP reaccreditation process.
- Analyse and monitor relevant HR metrics to inform decision-making and reporting and improve HR processes.
- Ensure compliance with employment laws and regulations, keeping policies and practices up to date.
- Maintain a sustainable and transparent remuneration strategy.
- Remain alert and responsive to any child safeguarding or sexual exploitation, abuse, or harassment (SEAH) risks. Promote strong safeguarding practices and ensure conduct consistent with these policies.

QUALIFICATIONS & EXPERIENCE

- Proven experience in human resource (people and culture) management roles;
- Relevant tertiary qualification in HR or related discipline;
- Strong knowledge and understanding of employment processes, employment laws and legislation in Australia and other countries in the region

DESIRABLE

- Experience in international aid and development sector
- Working knowledge of ANCP accreditation and ACFID Code of Conduct
- Professional member of Australian Human Resources Institute (AHRI)
- Experience working in cross-cultural contexts
- Working use and knowledge of Bamboo HR

SKILLS

- Strong technical leader, supporting others in achieving their & the organisation's purpose and values
- Excellent communication skills and highly service oriented
- Flexible and adaptable to work with people from different backgrounds and in different countries

Department: Operations

Location: ChildFund Australia, Sydney Office, Level 8, 162 Goulburn Street, Surry Hills

Employment: Full-Time but open to consider 4 days a week.

Reports to: Deputy CEO, Operations

Other Information: Must have working rights in Australia

Please apply at:

www.childfund.org.au/work-with-us/

Commitment to
ChildFund Australia's
values – Respect,
Integrity,
Collaboration, Change,
Empowerment &
Excellence

**CHILDFUND
AUSTRALIA'S
VALUES**



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

HOW WE VALUE YOUR CONTRIBUTION

REMUNERATION PACKAGE

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to 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), and 3 well-being leave days. You are also entitled to personal/carer's leave, paid parental leave, long service leave, and bereavement leave.

FLEXIBLE WORKING ARRANGEMENT

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance. If the position allows, you can choose to work up to 50% of your workdays from home.

SALARY PACKAGING

You will be eligible to salary packaging. As a Non-Governmental Organisation, our staff are eligible for salary sacrificing. The Australian Taxation Office (ATO) allows us to reimburse you for your personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition 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.

**AT CHILDFUND AUSTRALIA
YOU WILL BE CONTRIBUTING
TO OUR PROGRAMS WHICH
PROTECT, EDUCATE, AND
EMPOWER CHILDREN AND
YOUNG PEOPLE.**

