

WEstjustice

Job Title	People and Culture Manager
General	
Vision	WEstjustice believes in a just and fair society where the law and its processes don't discriminate against vulnerable people, and where those in need have ready and easy access to quality legal education, information, advice, casework services, systemic advocacy and reform.
Mission	To service the legal needs in the West in a way that addresses the systemic nature of disadvantage.
Reports to	CEO (Chief Executive Officer)
Term	See Contract
Scope	The role will offer and consult with the business providing a full range of Human Resource services and knowledge as required by employees and Managers.
Key Responsibilities/Expectations	
	<ul style="list-style-type: none"> • Lead the development and implementation of high performing legal practice and establish efficient and effective Human Resource systems and processes across the organisation, including HR guidelines, processes, precedents, and templates. • Manage the performance, compliance and wellbeing of employees, volunteers, and students. • Develop and oversee systems regarding supervision, induction, orientation and training of new employees, volunteers, and students across the organisation • Manage and review the risk management systems and plans as they relate to employees and ensure compliance across the organisation • Manage the HR policies and procedure development and review their application and risk management. • Ensure organisation compliance with WEstjustice's policies, risk management processes, health and safety practices and procedures, standards workplace industrial practice guidelines • Contribute to internal WEstjustice working groups and external networks and steering committees as required. • Manage the development and implementation of culturally safe and appropriate services for Aboriginal and Torres Strait Islanders and culturally and linguistically diverse communities. • Contribute to the implementation of the WEstjustice Strategy 2020-2023 and the Impact Areas 2020-2023 • Maintain and enhance employee benefits programs, including compensation, health insurance, expenses, vacation, and other personnel packages • Assist with recruitment efforts, and prepare employees for assignments by establishing and conducting orientation and training programs

	<ul style="list-style-type: none"> • Ensure legal compliance by monitoring and implementing applicable HR federal and state requirements, conducting investigations, and maintaining records
Qualifications & Skills	
Key Selection Criteria	<p>Mandatory</p> <ul style="list-style-type: none"> • Leadership skills, including initiative, innovation, capacity to work and think independently and interest in driving system improvements and reform. • Experience in Human Resources function within an organisation of similar size to Westjustice. • Advanced interpersonal skills in dealing with complex HR matters and employee wellbeing • Prior change management experience • Strong data and information technology skills, including a high level of proficiency with Microsoft Office Suite (particularly Excel), • Excellent time management, initiative, planning and organisation skills, including an ability to prioritise work and meet deadlines • High degree of professionalism and judgement with the ability to maintain a high level of confidentiality • Ability to work across a multidisciplinary team, including legal professionals, financial counsellors, social workers, community educators and development officers and administrators. • Strong commitment to social justice, including a demonstrated understanding of the social context of law and the issues faced by vulnerable communities and the ability to contribute to WEstjustice's systemic impact work. <p>Desirable</p> <ul style="list-style-type: none"> • Experience in managing a legal practice. • Broad knowledge of the not for profit and community legal center sector. • Relevant degree such as a diploma of leadership and HR management or a graduate diploma of HR/management and/or less formal qualification with substantial experience or skills attained through previous employment. • Experience supporting the implementation and reporting relating to measurement and evaluation frameworks.
Other relevant information	<ul style="list-style-type: none"> • The successful applicant will be employed under the Social, Community, Home Care and Disability Services Industry Award 2010 with a probationary period of six months. • Pre-employment screening will include reference checks and police checks. • Location will be across all of our office sites. • To be eligible for this position you must have current work Australian rights (e.g., as an Australian or New Zealand Citizen, permanent resident, or hold a valid work permit or visa). • You will be required to apply for and hold a current Working With Children Check. • WEstjustice supports flexible work arrangements and has a policy which allows for hybrid work from home and office, in agreement with direct line manager. • WEstjustice is committed to working towards justice for marginalised groups including Aboriginal and Torres Strait Islander communities. WEstjustice is committed to being a culturally safe, responsive and respectful organisation. Our Reconciliation Action Plan (RAP) is integral to these objectives and will provide the framework for our reconciliation journey. You can view our RAP at https://www.westjustice.org.au/about-us.

Last Reviewed: August 2022
Next Review: August 2023