

## People & Culture Manager

### Position Description

- Work as part of a committed and passionate team
- Join a dynamic and growing not-for-profit organisation

#### POSITION PURPOSE

The People & Culture Manager will provide professional support and guidance to the management and delivery of human resources services to Ovarian Cancer Australia (OCA). The position is a generalist HR role delivering a broad range of administrative, compliance and HR improvement projects and innovations to support a growing organisation of passionate, committed and talented staff.

<b>Location:</b>	Queen Victoria Women's Centre, Lonsdale Street, Melbourne
<b>Position Reports to:</b>	Chief, Finance and Business Services
<b>Direct Reports:</b>	Nil
<b>Position Type:</b>	Part-time - 3 days per week (22.8 hours per week)
<b>Fixed Term Contract:</b>	2 year contract

#### ORGANISATION

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Ovarian Cancer Australia (OCA) is the leading national body for ovarian cancer in Australia. Founded in 2001 by a group of people personally affected by ovarian cancer, our vision *is to save lives and ensure that no person with ovarian cancer walks alone.*

We work to ensure that:

- People with ovarian cancer have a strong voice
- All people with ovarian cancer have access to best practice diagnosis, treatment, information and support
- A vibrant and growing national ovarian cancer research effort in Australia informs practice and translates into improved quality of life and survival.

Ovarian Cancer Australia's values are: We listen; We are inclusive; We are courageous; We act with integrity.

#### BACKGROUND

OCA employs 30-40 employees, is overseen by a professional supportive Board and welcomes the support of volunteers to achieve our mission. OCA is growing and has its focus on doing more. Our staff are first and foremost at the centre of our plans and professional P&C expertise is a key requirement. The human resource generalist will have a can-do attitude, a good understanding of HR compliance and administration needs, strong communication skills and the ability to collaborate with management, staff and Board to implement practices to support the organisations operations. OCA has a goal to be an employer of choice in our market and the P&C Manager will work with the leadership team to achieve this vision.

## KEY RESPONSIBILITIES

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### HR:

- Handles employment related inquiries, including confidential inquiries, from applicants, staff and managers
- Co-ordinates the end-to-end recruitment process including job design and documentation, advertising, shortlisting, interviewing, reference checking, conducting or acquiring background checks, preparation of recommendations, preparation of contract and related documentation and implementation of the orientation program in conjunction with the relevant manager
- Maintains compliance with federal, state and local employment laws and regulations and recommended best practices.
- Reviews policies and practices and makes recommendations to maintain compliance and ensure they facilitate the aims of OCA and that the organisational values are incorporated. Ensures all policies are well communicated and staff are familiar with them
- Manages human resource data and interfaces with payroll to ensure accuracy of records and payments.
- Reviews, tracks and documents compliance with mandatory and other training. Sources and implements training programs as required.
- Administers human resource programs including but not limited to benefits programs, leave programs, performance and talent management, recognition programs, wellbeing programs, other engagement programs
- Assists managers in the conduct of disciplinary meetings, investigations or terminations, always ensuring that interpersonal or other employee relations issues are addressed expeditiously and do not escalate
- Ensures managers and staff have timely information in respect of trends, regulatory changes, laws that may impact the organisation

### Volunteers Coordinator

- Enhance and expand the OCA volunteer program including building and maintaining relationships and networks with key volunteering organisations.
- Assist in the ongoing development and maintenance of the organisational policies and procedures for volunteers.
- Organise the recruitment, engagement and management of volunteers at OCA, including on-boarding and training.
- Ensure OCA staff have the required knowledge, skills and support to work with volunteers in accordance with organisational policies and procedures.
- Act as the primary contact for all OCA volunteers.
- Maintain a volunteer register using the Salesforce CRM including hours worked and the nature of the contributions.
- Undertake reviews of the volunteer program to identify opportunities for improvement.
- In conjunction with the managers working with volunteers, provide timely feedback to volunteers on their performance.

### General:

- Contribute to the culture of decision-making including cooperation, collaboration and shared accountability.
- Perform other duties as directed and required.

## EXPERIENCE, SKILLS AND QUALIFICATIONS

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- Bachelor's degree in human resources, Business Administration or a related field
- Previous experience in human resource management is preferred
- Strong communication skills, both written and verbal, including a professional and courteous telephone manner
- Strong organisational skills, time management, prioritisation and attention to detail
- A multitasker with the ability to wear many hats in a fast-paced environment
- Strong problem-solving skills and demonstrated initiative
- Strong analytical skills and the ability to provide evidence-based recommendations
- Proficiency in a range of software including Microsoft Office suite, CRM systems

## KEY SELECTION REQUIREMENTS

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1. High level communication and interpersonal skills with the ability to build and maintain productive working relationships
2. Demonstrated knowledge of contemporary human resource practice and its application to a not for profit or similar organisation
3. Excellence in customer service and the ability to provide pragmatic, timely and appropriate solutions to issues
4. Demonstrated experience incorporating and supporting a volunteer workforce from diverse backgrounds and skills
5. Strong organisational, administrative and time management skills and flexibility to respond to competing demands from strategic to operational
6. Ability to prioritise tasks and to work with minimal supervision as well as be part of a team
7. Commitment to the vision, mission and values of Ovarian Cancer Australia

## APPLICATION INSTRUCTIONS

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### Applications must include:

1. A covering letter addressing the above key selection requirements.
2. A current curriculum vitae or resume.

Queries regarding the position can be emailed to [kate.pendergast@ovariancancer.net.au](mailto:kate.pendergast@ovariancancer.net.au)

### Please address applications to:

Cindy Marcina  
Chief, Finance & Business Services

Email: [careers@ovariancancer.net.au](mailto:careers@ovariancancer.net.au)

### Closing date for applications is Monday 10th January 2022.

*Please note the OCA Offices are closed from 23<sup>rd</sup> December 2021 to 5<sup>th</sup> January 2022 but applications can still be submitted to the email address above.*

Don't delay - apply today!

We will be shortlisting and interviewing as we receive applications and may appoint the right candidate ahead of the closing date. Only shortlisted candidates will be contacted.