Parenting Research Centre

Position Description

Position Title	HR Manager
Mode of Employment	Part Time
Time Fraction	.06-.1 FTE
Tenure	Approximately 6 months fixed term
Classification	
Reports to	Director, Operations
Other information	Successful National Police Check required prior to appointment.

POSITION OVERVIEW

Working as part of the Management Team, the HR Manager will oversee and administer all facets of the HR function and employee lifecycle in accordance with the Centre's key strategic directions. The role will be responsible for developing, maintaining, and enhancing HR policies, processes, systems, and programs and providing support and advice to the leadership team and broader organisation on HR related matters such as employee relations, workforce planning, recruitment and development.

About the Parenting Research Centre (PRC)

The Parenting Research Centre (PRC) is Australia's only independent non-profit research and development organisation exclusively focused on parenting.

We believe that parenting is the most important influence on a child's health and wellbeing. To help parents, raise happy healthy children, we seek and share scientific knowledge of effective parenting, develop evidence-based practical solutions, and build the capability of the community to support parents.

Our corporate values are:

- Commitment: we believe in the importance of parenting
- Excellence: we do our best to apply scientific knowledge in a practical way
- Open-mindedness: we value learning and inquiry
- Innovation: we are flexible and creative
- Responsiveness: we respond to community needs
- Collaboration: we pool our knowledge and our resources
- Stewardship: we are trustworthy and accountable.

Our code of interpersonal behaviour is based on the values of:

- Respect: treat people with dignity and communicate their worth
- Responsibility: be dependable, trustworthy, and accountable
- Positivity: be positive and proactive, and focus on solutions and strengths
- Acceptance: embrace diversity, exercise tolerance, and look for the best in others

Personal Competencies Required	Position Competencies Required
• Strong professional ethics and integrity	• Commitment to the values of PRC • Demonstrated ability to exercise a high level of discretion and sound judgement when dealing with sensitive and confidential matters.
• High levels of motivation and energy	• Results oriented, highly productive
• Ability to be proactive and positive in solving problems	• A willingness to show high motivation, to establish priorities, set and maintain deadlines with a demonstrated ability to use initiative
• Commitment to teamwork	• Demonstrated communication and interpersonal skills including problem resolution and negotiation
• Eager to participate and contribute to a learning environment	• Demonstrated ability to collaborate and work in a multi-disciplinary setting
• Commitment to ongoing professional development	• Clear understanding of own development needs, plus commitment to continuous improvement, OH&S and Equal Opportunity principles

Key Responsibilities

Human Resource Management

- Provide informed expert human resources advice to managers and staff regarding all facets of HR including recruitment, performance management, employee relations, employee conditions, workplace health, safety & wellbeing, benefits, and employee support services
- Provide interpretation and advice on employment legislation, policies and procedures and ensure appropriate HR legislative compliance and governance

- Lead the annual employee engagement survey and work with the Leadership Team to develop and deliver on the action plan
- Analyse trends in remuneration and compensation, conduct salary benchmarking activities & coordinate the remuneration strategy for all areas of the organisation
- Lead the planning and coordination of talent management strategies and initiatives.
- Maintain a robust exit process for departing employees, including conducting Exit Interviews, collating the data, and reporting insights back to the CEO and Executive Team
- Develop and maintain HR policies and procedures in line with legislative, best practice and quality requirements.

Talent Acquisition

- Manage the talent acquisition process, including recruitment, selection, and onboarding activities
- Develop effective strategies for attracting and recruiting staff including advertising, networking, outsourcing and establishment of succession plans
- Monitor, coordinate and facilitate the induction process for new employees
- Support the Marketing and Communication team in promoting the PRC as an employer of choice.

Learning & Development

- Co-ordinate the annual learning & development cycle
- Oversee, administer & promote the online learning management system
- Maintain PRC Learning and Development management and record keeping systems
- Establish and maintain Professional Development approach and budget

WHS & Wellbeing

- Ensure that the Centre complies with State and Federal WHS legislation and apply this to all aspects of the organisation
- Coordinate WHS and Wellbeing activities across the organisation
- Develop and monitor the WHS systems and policies

HR Administration & Reporting

- Provide Management team with quarterly and ad hoc HR reports including recruitment, retention and attrition information and other key insights and trend analysis
- Verify HRM view of payroll accuracy prior to upload of fortnightly payroll
- Ensure employee records are kept accurate and up to date
- Review and update HR policies in line with legislative and organisational changes

Selection Criteria

Essential

- Tertiary qualifications in Human Resources Management or related area

- Extensive experience in Human Resource Management
- Demonstrated ability to work as the sole HR practitioner
- Familiarity with employment legislation and regulation including Fair Work Act
- Pragmatic, solution oriented and energetic individual
- Intermediate to advanced computer literacy across the range of MS Office Suite including Word, Outlook, PowerPoint, and Excel
- High level communication skills
- Highly organized and efficient
- A personal commitment to the Mission of the Organisation
- A preparedness to meet the broader needs of the Organisation whilst meeting the specific objectives of the role

Desirable

- Experience in the not-for-profit sector would be well regarded
- Working knowledge of SharePoint and HR information management systems and related platforms (specifically Employment Hero and Go1)