

## POSITION DESCRIPTION

<b>TITLE:</b>	People & Culture Manager	<b>STATUS:</b>	0.2 FTE
<b>LOCATION:</b>	Bendigo/remote	<b>REPORTS TO:</b>	Chief Finance & Operations Manager
<b>DIRECT REPORTS:</b>	Nil	<b>LEVEL:</b>	SCHADS Level 7.1 plus super & leave loading

### FRRR'S PURPOSE AND CULTURE

FRRR is a national charitable foundation focused on increasing equity of opportunity in remote, rural and regional Australia. It adopts a partnership and leverage model of philanthropy which harnesses the collective resources of philanthropy, business, and governments to support rural communities to be vibrant, adaptive, and sustainable. Established in 2000, FRRR has distributed more than \$177m to over 14,000 projects across Australia to date.

Our strategy is focussed on improving outcomes in the areas of **People, Place, and Disaster Resilience & Climate Solutions**. FRRR believes that targeted philanthropic investment and collaboration in these areas will build more vibrant, sustainable, and adaptive remote, rural and regional communities - and a more equitable and prosperous Australia as a whole.

FRRR's principles of engagement are guided by an understanding that rural, regional, and remote (RRR) communities are in a constant cycle of development and adjustment. As such we support community-led approaches that enable them to:

- **Seed & Strengthen** by enabling RRR communities to support and resource core social and physical infrastructure;
- **Adapt & Evolve** by building adaptive capacity across communities and enhancing their ability to cope and adjust to disruption; and/or
- **Innovate & Renew** by supporting communities to test, scale and embed game-changing initiatives.

To achieve this, we:

- **Grant and Develop** to provide remote, rural and regional communities with access to grants and capacity building resources and support to address inequity and create opportunities;
- **Leverage and Broker** to harness FRRR's tax status, knowledge, and networks to support innovation, self-generation, and unlock more giving to address remote, rural and regional community needs; and
- **Connect Insights and Learning** for policymakers, communities, and funders to connect them with ideas, knowledge and lived experience to influence more targeted and relevant support for rural, regional, and remote communities

Our core values centre around collaboration and constant improvement. We have created a dynamic, flexible, and supportive work environment. FRRR is an Equal Opportunity employer.

**We Find Ways Forward** - *A supporter and positive contributor to those we deal with.*

**Real World Problem-Solving** - *Considered, hardworking people that come together to make things happen.*

**Finding Common Ground** - *A grounded, connected start point for all we do.*

**Live the Experience** - *The best way to lead is through listening, learning and knowing the facts.*

FRRR is committed to protecting the health, safety and wellbeing of all employees. To achieve this FRRR strives to ensure that employees are not required or permitted to undertake work for which they are not suited and we take appropriate measures to allow work to be done in a manner that will not put any person at risk to their health and safety. As such, new incumbents to this role will be required to complete a Pre-existing Injury Declaration relating to the job requirements.

### WHAT YOU WILL ACHIEVE & DRIVE

The People & Culture Manager is an integral part of the corporate services function at FRRR. Working closely with the Executive Leadership group, this role is responsible for the management of FRRR's employee lifecycle with particular regard to a hybrid head office/remote workforce, a comprehensive HR framework including maintaining the human resources policy and procedure manual, employee engagement, training, and compliance, and refinement of systems and processes to improve operational efficiencies. The People & Culture Manager provides HR-related advice to employees as well as informed analysis and advice on operational and people-related issues. This role has accountability for reporting to the Executive on agreed people and culture metrics including staff satisfaction and engagement, professional development, regulatory compliance, WHS culture and risk, and improvements to systems and processes.

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## THE TEAM AROUND YOU

The People & Culture Manager reports directly to the Chief Finance & Operations Manager and works closely with the CEO and Portfolio Leads. On a day-to-day basis, this role collaborates with the EA/Business Operations Coordinator, Information Management Officer, and Finance Officer on areas including employee management systems and processes such as leave, personnel records, IT fleet, payroll, employment contracts and onboarding/offboarding of employees. This role also provides guidance and support to line managers on areas including employee performance reviews, Award interpretation, and compliance with WHS regulations.

## SKILLS & QUALITIES YOU NEED TO BRING TO THE ROLE & THINGS WE WILL DEVELOP

The performance of the People & Culture Manager will be assessed around the following key result areas.

- An engaged, motivated, connected, healthy and dynamic team
- Systems and processes that make our work easier and enhance our business performance, and which are efficient, customer-centric, and add value to our work

To be successful in this role, the following skills and attributes are required:

### Essential (Key Selection Criteria):

- Minimum Certificate IV in Human Resource Management or a related field or experience.
- Previous experience interpreting Awards and reviewing for compliance, particularly the SCHADS Award.
- Experience in a similar role in supporting people and culture work, including recruitment, onboarding, cultural and engagement activities, legislation compliance and WHS.
- Proven track record implementing and managing HR initiatives, streamlining processes and ensuring service excellence in HR practices.
- Previous Administrator level usage of Employment Hero.
- Excellent interpersonal skills and emotional intelligence, able to build high trust and rapport across all areas.
- Hands-on and can-do attitude with an affinity for solving technical challenges whilst attending to organisational culture, wellbeing, and performance.

### Desirable:

- Experience in a hybrid head office/remote workforce setting.
- Experience working with diverse cultures and with First Nations people.
- Previous experience in change management.

## WHAT'S IN IT FOR YOU

- Environment of growth and innovation
- Reputable organisation making real impact in remote, rural, and regional communities
- Access to EAP
- Flexible work arrangements
- Ongoing professional growth
- Leave loading under the SCHADS Award
- Gifted leave over the December-January festive season as agreed by the Board annually, after 12 months service