



Position Description

People and Culture Advisor

Reporting to:	Director People and Culture
Unit:	MRU
Location:	130 Lonsdale Street Melbourne
Tenure:	On-going
Hours per week:	22.5 (.6)
Cost centre:	S.G.120.2000
Date:	March 2024

Employee

Signature

Date

Manager

Signature

Date

Uniting Church in Australia Synod of Victoria and Tasmania

The Uniting Church in Australia Synod of Victoria and Tasmania is the Council of the Uniting Church in Australia (UCA) responsible for the general oversight, direction and administration of the Church's worship, witness and service in the region allotted to it. It exercises pastoral, executive, administrative and disciplinary responsibilities in relation to the presbyteries within its bounds. In particular, it promotes and encourages the work of the Church, assisting congregations and presbyteries within its bounds in their faithful participation in the mission of God.

Mission Resourcing Unit

Within Synod Ministries and Operations, the Mission Resourcing Unit (MRU) offers a range of professional services that are financial, technological and people-related, to support and resource mission and ministry. The MRU supports and resources the aspirations outlined in the Synod's Strategic Framework (our Vision Statement, Mission Principles, Statements of Intent, Strategic Priorities and Areas of Focus). Underpinned by a culture of service excellence, the MRU aims to provide timely and accurate advice, information and services that support presbyteries and faith communities, and partners with them to advance mission and ministry. The MRU strives to demonstrate leadership by actively:

- promoting all aspects of the Synod's life, and deliberately addressing the Strategic Priorities and Areas of Focus as resolved by the Synod
- developing networks and building deep partnerships across Synod Ministries and Operations, presbyteries and their congregations
- maintaining strong, engaged relationships with presbyteries through regionally based participation and support.

People & Culture Team

The People & Culture Team provide a full range of human resource management services relevant to the employment life cycle, from recruitment to retirement. The team works closely and collaboratively with managers to support performance through the provision of expert, accurate and timely information and advice.

People & Culture promote the UCA Values and Characteristics, and a positive and productive work environment.

Working as a trusted advisor the team leads and supports organisational development programs, include change initiatives, annual engagement survey, training and management and leadership development.

Role purpose

The People and Culture Advisor is a varied role and delivers information and advice to ensure compliant employment practices and productive engagement.

This role interacts with a wide range of stakeholders/clients, including staff and volunteers in congregations and presbyteries

The role must research, interpret and maintain up to date knowledge of employment requirements.

This role also coordinates recruitment processes, guides managers and offers advice to increase attraction and selection and the six month probation process.

The P&C Advisor promotes a values based culture underpinned by contemporary suite of human resources policies and practice.

Key selection criteria

Qualifications and experience

This position requires the following knowledge and experience:

- Tertiary qualifications related to human resources, psychology and/or related field.
- At least 5 years' experience in human resource management.
- Certificate IV Workplace Assessment and Training would be an advantage.
- Experience within the not-for-profit sector is desirable.

Skills and abilities

The successful applicant will have the following skills and abilities:

1. **Technical expertise:** sound knowledge of ability research and interpret industrial instruments, including an enterprise agreement, modern awards and Fair Work Act and other statutory employment conditions; ability to design and deliver projects; sound knowledge of best practice recruitment and talent management.
2. **Problem solving:** deals with concepts and complexity; uses analytical and conceptual skills to reason through problems; analyses a situation from different perspectives to come up with a solution
3. **Client focused:** identifies and responds to clients' underlying needs; uses understanding of the client or stakeholder's organisational context to tailor services and ensure a high quality response; constructively deals with issues that arise in a timely manner.
4. **Teamwork:** cooperates and works well with others in pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others' feelings and ideas; accommodates and thrives in the context of others' different working styles.
5. **Attention to detail:** observes fine details; identifies gaps in information and looks for logical sequences of information; highlights practical considerations of plans and activities.
6. **Administration and planning:** demonstrates sound administrative skills; identifies priorities in relation to changing and sometimes competing work demands; achieves timely completion of administrative tasks, client requests, register updates, database management and record keeping.
7. **Influence and negotiation:** gains agreement to proposals and ideas; builds support for ideas to ensure ownership; uses chains of influence to achieve outcomes, and involves experts or other parties to strengthen a case; communicates, influences and supports decision-making.

Personal competencies and qualities

The successful applicant will also have these personal competencies and qualities:

8. **Initiative and accountability:** proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions; demonstrates capacity for sustained effort and hard work; sets high standards of performance for self and others; enjoys a vigorous and dynamic work environment.
9. **Communication skills:** excellent verbal and written communication skills; excellent interpersonal skills, and ability to effectively interact with a diverse range of individuals, groups and committees.
10. **Awareness of culture and diversity:** awareness of issues related to inclusion and fairness; understanding of diversity in culture (importance of Culturally and Linguistically Diverse – CALD – communities), ability, age, gender and sexuality (issues related to Lesbian Gay Bisexual Transgender Intersex – LGBTI – communities); capacity to embrace the values and benefits of diverse communities, including in faith-based gatherings and workplaces.

Other requirements

Applicants may be required to obtain a Working with Children’s Check, and their employment will be subject to satisfactory completion of a National Criminal History Check.

Flexibility is required in terms of working hours, with work on weekends and/or in evenings necessary from time to time. Annual leave may not be taken immediately prior to or during the Synod meeting. Travel within Victoria and Tasmania, and interstate, will be required. Applicants will require a current driver’s licence.

Applicants must be willing to work within the UCA’s Workplace Values and Characteristics (see below). They must support the direction outlines in the Synod’s document ‘Our Vision Statement, Mission Principles, Statements of Intent, Strategic Priorities and Areas of Focus’.

Key accountabilities and activities

Key accountabilities	Key activities
Provide accurate and timely advice and P&C services	Provide accurate and timely advice regarding employment matters including, but not limited to employment contracts, probation, recruitment, termination, performance management, grievances and complaints processes. Maintain up to date knowledge of employment law and changes. Interpret employment policies and employment legislation. Provide advice on policy content, draft and update policies as requested to ensure alignment with legislative requirements. Assist in the preparation of defence materials related to individual legal claims and/or allegations to support matters involving investigations, grievances, disputes, claims, conflict resolution and/or mediation.

	<p>Support complex matters involving investigations, grievances, disputes, conflict resolution and mediation.</p> <p>Coordinate recruitment processes. Coach and advise management on interviewing skills, probation requirements and PD design. Liaise with candidates through the attraction on-boarding and induction process, as required.</p> <p>Provide advice about new and/or revised job/position descriptions including evaluations, as requested.</p> <p>Support change management processes to ensure risks are identified and mitigated.</p> <p>Conduct research, develop and deliver accurate and timely research project outcomes.</p> <p>Provide advice in relation to enterprise bargaining negotiation processes, consultation and employment entitlements in relation to collective agreement and national employment standards/awards</p> <p>Support HR metrics reporting and participate in systems improvement programs, as required.</p> <p>Provide training, presentations and assist managers and staff in the deployment of the HRMIS.</p> <p>Draft and/or update HR related procedures, guidelines and other relevant documents as required.</p>
Work in partnership	<p>Develop and maintain effective relationships across the life of the Church, and apply consideration to a theological and missional perspective when providing advice and services.</p> <p>Pro-actively negotiate and establish effective communication and workflow systems with presbyteries and congregations.</p> <p>Maintain a current understanding of life within presbyteries and congregations to ensure effective people and culture services.</p>
Communicate effectively	<p>Confidently convey ideas and information in a clear and interesting way, understanding the target audience and objectives of any communication. Use feedback to refine communication, and handle difficult and sensitive communications.</p> <p>Write briefs, emails and reports, using clear, concise and grammatically correct language. Edit written communications to ensure they contain the information necessary to achieve their purpose.</p> <p>Use multiple communication channels to tailor communication to relevant audiences.</p>
Demonstrate teamwork	<p>Openly share insights with others. Assist and provide information to upskills others as helpful.</p>

	<p>Maintain effective and respectful relationships.</p> <p>Participate in team meetings and conversations with peers in a way that encourages collaboration, connection, and lighter and simpler systems.</p> <p>Remain open and flexible to new ideas and the sharing of resources, to ensure the wisest use of the Church’s resources.</p> <p>Demonstrate enthusiasm for the strategic direction and the purpose and goals of the team and broader unit.</p> <p>Resolve any conflict that may arise through effective reconciliation methods.</p> <p>Participate in team development activities and exercises to enhance own leadership and foster a culture of teamwork across synod ministries and operations (SMO).</p>
Manage self	<p>Prepare own work plan annually with agreed measurable outcomes.</p> <p>Demonstrate a commitment to developing self, learning new skills and gaining new insights into own effectiveness. Maintain update knowledge and skills in area of expertise.</p> <p>Actively participate in the annual Performance, Planning and Development Program (PPD).</p>

Synod Vision

Following Christ, walking together as First and Second Peoples, seeking community, compassion and justice for all creation.

Synod Ministries and Operations Mission

To inspire, resource and enable presbyteries, congregations and agencies to live Synod’s vision.

Values and Characteristics

Trust – a dependable partner - being a dependable partner that builds trust through: respectful, just and honest action; acting with integrity; ensuring the safety of all children and vulnerable people is paramount; aligning policy and practices; and fulfilling promises.

Collaboration – a shared responsibility - taking responsibility and collaborating through; knowledge sharing; inclusive decision making; and walking together as First and Second Peoples.

Growth – an expansive culture - embracing a culture of generosity and growth by: nurturing new ways of doing things; continuous improvement to practices, systems and processes; hearing all voices, contributions; welcoming diversity and consultative leadership.

Sustainability – *a healthy ecosystem* - maintaining a vibrant environment by: the intentional use of resources and ensuring we have the right skills, development, gifts and talents where we and our work flourish.