



We believe in the power of
inspired young people

Y Australia

Position Description

Position Title:	People and Culture Co-ordinator
Employment Status:	0.6 Part time contract
Supervisor/Manager:	Executive Director – Strategic Projects
Location:	As per contract

POSITION PURPOSE

The Y has a long and proud history, being founded in 1844 in England and in Australia in 1851. A well-known brand, it engages with the community across Australia through its wide offering of services. Like all organisations it refreshes and revitalizes itself from time to time, and the Y Australia currently presents an exciting opportunity to do just that.

The objective for the People and Culture coordinator is in ensuring all human resource policies, procedures and people management strategies are distributed throughout Y Australia to ensure all Y People feel safe and are safe within the organisation.

The role will work closely with the Executive Director - Strategic Projects to ensure that all initiatives and projects are achieved through the Y Australia workplan.

Key Areas of Responsibility and Accountability

Key Accountabilities

- Review and update Human Resource policies and procedures that are consistently applied to and meet legislative and business requirements.
- Facilitate the recruitment and selection process for all Y Australia and Y Safeguarding positions.
- Manage onboarding and induction of all new employees in line with the safeguarding guidelines and assist with onboarding and induction of all new company Directors.
- Establish and manage development plans and employee training including regular staff meetings.
- Advise on annual benchmarking for suitable salaries and remuneration.
- Promote best practice HR principles.
- Assist managers to implement performance management, probationary reviews and grievance procedures.
- Maintain employee records, files and registers in HR System to include alerts and reminders for manager about employee records.
- Responsible for maintaining employee records to comply with Y Safeguarding Standards and Australian Childhood Foundation (ACF) requirements.
- Ensure Y Australia upholds the behaviors and values of the Y Safeguarding Standards to ensure Y Australia upholds its responsibility to the standards.
- Consult the executive team on Human Resource issues and input with talent management planning.
- Develop and manage employee performance appraisal process, including assisting with goal setting and performance reviews.
- Create, organise and manage in-house initiatives to promote staff well-being
- Develop and implement a psychological safety plan for the workplace.
- Manage employee feedback and satisfaction via survey platforms and report to senior management to action as required.
- Promote Y Values and create a positive work culture that appreciates innovation, collaboration and creativity.
- Facilitate and maintain a Y Collective People and Culture Committee to promote collaboration across the Y Movement.
- Other duties as required by the CEO or Executive Director- Strategic Projects.

Qualifications and Experience

Experience:

- Minimum two years' experience in People and Culture leadership.

Desired Experience:

- A demonstrated commitment to the core values and mission of the Y.
- Develop, implement and maintain People and Culture policies and practices.
- Well developed computer skills (MS office suite) and ability to work within PMO and HRS systems.
- Ability to manage and store information appropriately.
- Ability to Represent an organisation in a professional manner.
- Good relationship-building skills, stakeholder management to build long-term constructive relationships.

Skills:

- Excellent organisational and time management skills.
- Effective problem solving and conflict negotiation.
- Excellent verbal and written communication skills, including coordination of groups and administrative processes.
- High level of ability to work within the Collective Y Members network and communicate effectively with all stakeholders and governing bodies.
- High level attention to detail, initiative and the ability to work autonomously and as part of a small team.
- Coaching and influencing skills.
- Team player with strong interpersonal skills.
- Ability to create and maintain systems of communication and reporting.
- Experience in providing safe spaces for Y People to feel safe to contribute to their workplace.
- Experience with data systems including the ability to collate, summarize and present information.
- Understanding of the federated operating model organisation is desirable.
- Listen and be objective, responsive, and non-judgmental.
- Serve as a role model for diversity and inclusion, if you hear language that excludes, speak up as it is a way of changing culture.
- Demonstrate that you have carefully considered the future of people management.

PERFORMANCE GOALS

- Complete tasks in a timely and accurate manner
- Model effective problem solving and conflict negotiation
- Maintain a thorough understanding of the Y Movement in Australia
- Be committed to continuous improvement in both self and the Y's development
- Be customer focused and provide exceptional customer service at all times
- Listen and be objective, responsive, and non-judgmental
- Model and demonstrate positive values like caring, honesty, respect, and responsibility.
- Serve as a role model for diversity and inclusion, if you hear language that excludes, speak up as it is a way of changing culture.
- Work harmoniously as part of a team and show professionalism.
- Demonstrate punctuality and efficiency during working hours.
- Maintain high standards of presentation and personal grooming.
- Working with individuals from diverse range of backgrounds and cultures, display accepting and welcoming language the focuses on the person first not their culture, gender, beliefs or background. Be open to learn and understand about workplace language, conversations and banter which can (even unintentionally) exclude.
- Demonstrate an understanding and adherence to the Y Australia policies and procedures.

Safeguarding Children and Young People

You will be required to:

- Adhere to a safe culture nationally which empowers children and young people by promoting children and young person focused leadership and governance;
- Promote safe environments at the Y and in communities which empower children and young people to thrive; and
- Adhere to safe operations to ensure Y People have the right policies, processes and practices to keep children and young people safe.
- Declare anything you become aware of through the course of your engagement with the Y which a reasonable person would consider could impede your suitability to have contact with children and young people
- Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/territory of residence, as required by applicable laws

Health & Safety

You will be required to:

- Take reasonable care of your own health and safety, and the health and safety of others.
- Cooperate with the Y with respect to legislative occupational health and safety requirements and the Y Occupational Health and Safety Policy
- Understand and work in accordance with the Y Safeguarding Children and Young People Policy at all times.

Conditions of Employment

- Satisfactory completion and maintenance of a valid Working with Children Check/ equivalent.
- Satisfactory completion and periodic repeating of a National Crime Check.
- The position is subject to a six-month probation period.

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