

Job Outcomes Description: People & Culture Manager (0.6 FTE)

Purpose of role:

1. Provision of Employee Relations (ER) and Industrial Relations (IR) support
2. Recruitment and Induction
3. People's Completion of Compliance Processes
4. Training and Performance Management

The Manager of P&C operates under the general direction of the CEO & Deputy CEO and will be responsible for (1) providing ER, IR and generalist HR support to the I CAN leadership team in line with legislative frameworks, policies and plans to support people strategies and requirements, (2) overseeing the recruitment and induction of Program Facilitators and Mentors for our I CAN School® and I CAN Online Programs, (3) ensuring all staff complete and adhere to I CAN's compliance processes and that accurate records are maintained and (4) establishing and coordinating a training plan and performance and development process.

The Manager of P&C will need to feel a strong connection and genuine passion for supporting the strengths of Autistic people, embrace an 'I CAN' attitude and I CAN's purpose - *to prove what Autistics CAN do*. The Manager of P&C will be required to work in a highly flexible environment, maintaining strong communication with the Senior Management Team and I CAN School® and I CAN Online mentoring staff.

The successful applicant will require a Working With Children Check ("WWCC") prior to commencement of the role in compliance with Child Safe Standards. The role will also have a probationary period of six months.

Our vision: *a world that embraces Autism*. Our mission: *to prove what people Autistics CAN do*.

Key Position Information		Date updated: 12 September 2023
Title: Manager, People & Culture	Position reports to: Chief Enabling Officer	
Outcomes	Key Performance Indicators	Targets
1. Provision of Employee Relations Industrial Relations, and generalist HR advice and support	<ul style="list-style-type: none"> • Providing support to the CEO, Deputy CEO and other people leaders at I CAN Network in all people related matters, particularly in relation to compliance with the SCHADS Award • Providing advice to CEO & Deputy CEO on development of employee contracts, leave entitlements, Award entitlements, etc. • Responsibility for administration of the I CAN People Code of Conduct, Employee Assistance Program, Disciplinary and Warning Procedure, Grievance Procedure and WorkCover. 	<ul style="list-style-type: none"> • Organisational compliance relating to people matters • Leaders practice 'duty of care' towards mentees • Policies and procedures up to date and at standard

	<ul style="list-style-type: none"> • Responsibility for administration of the Recruitment, Leave, Equal Opportunity, OH&S and Termination policies. • Act as a member of the I CAN Network Senior Management Team and regularly attend meetings, including Board meetings on occasion, in an effort to support the development of people processes that build capability and sustain performance within a growing organisation. • Liaise with the People & Culture Consultant on employee relations and employee communications 	<ul style="list-style-type: none"> • HR collateral such as employment contracts, job descriptions are up to date • Active and regular participation in leadership meetings
<p>2. Provision of all stages of the employee life cycle</p>	<ul style="list-style-type: none"> • Involvement in establishing I CAN Network's recruitment strategy, ensuring the preservation of I CAN Network's 50% difference. • Work alongside relevant managers to execute resourcing plans and recruit according to the staffing needs identified by I CAN Network • With our unique workforce in mind, develop affirmative strategies to attract, recruit and retain staff who will positively impact I CAN, its stakeholders and customers. • Ensure selection decisions are in line with criteria and support best fit for I CAN Network. • Responsibility for the I CAN Network recruitment and onboarding process including distribution and collation of new employee paperwork, staff induction booklet (with links to relevant policies and procedure documents), uniform distribution, and online training modules. • Participate in workforce planning discussions and action required tasks, including communication to the team on promotions, contribution to the staff newsletter, constructing and distributing contract variation letters and supporting the team in performance management, where required. 	<ul style="list-style-type: none"> • All applications screened and responded to in alignment with management decisions • Quality control of recruitment, induction and training processes • Preservation of I CAN Ltd's 50% difference

<p>3. Provision of HR and OHS-related business support services</p>	<ul style="list-style-type: none"> • Monitor and interpret legislation, regulations and other agreements relating to occupational health and safety, workers compensation and rehabilitation • Maintain staff compliance in regards to: Right to Work (e.g: Blue Cards, WWCC, working rights/ visas); Concurrent pursuits process, including the communication to staff regarding the outcome of our review; Completion of compulsory online training • Ensure all staff files are up to date and contain all required information (personal details, emergency contacts, employment contracts etc) • Prepare and distribute amendments to employment contracts where required and with approval of appropriate managers • Field and respond to staff enquiries related to HR matters and seek appropriate guidance where required to ensure sound and compliant advice is given • Support OHS activities that promote health, safety and wellbeing for all staff • Coordinate and manage Return to Work plans. 	<ul style="list-style-type: none"> • Staff compliance recorded and up to date • Team completion of Online Training Modules • Implement Workplace Influenza Vaccination program • I CAN employees have up-to-date contracts
<p>4. Delivery of HR projects, continuous improvement initiatives and communication activities</p>	<ul style="list-style-type: none"> • Stay abreast of developments in the HR sector relating to best practice, legislative changes and opportunities, and provide regular updates to the leadership team to help inform and influence necessary changes and improvements to current practice, policy and procedure • Maintaining an up to date knowledge of SCHADS and Child Protection legislative frameworks 	<ul style="list-style-type: none"> • Risks are known and effectively managed • CEO and DCEO are well informed of relevant legislative changes • Projects delivered on time and meet requirements
<p>5. Managers are equipped to implement the I CAN Ltd Staff Performance and Capability Framework</p>	<ul style="list-style-type: none"> • Support the CEO and Deputy CEO to facilitate staff performance agreements/ development plans and identify training needs against I CAN Staff Performance & Capability Framework • Ensure performance management processes are designed and executed to align and maximise staff's performance with the goals of I CAN Network 	<ul style="list-style-type: none"> • Managers equipped with all relevant information to maximise performance • Workforce mobility and cross-training • High level of employee retention

	<ul style="list-style-type: none">• Support and upskill management staff within I CAN Ltd to provide constructive, timely feedback to their direct reports to ensure continuous performance and consistent management of our expectations of staff against their JOD's• Work with the Senior Management team to develop and administer the annual staff survey and annual staff gathering• Exit interviews conducted, recorded, and reported to relevant Manager• Evaluate effectiveness of training	
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