

## People & Culture Manager



Football NSW is the governing body for Football and Futsal in the Australian state of New South Wales, with the exception of the northern regions of NSW. Located in Glenwood, Sydney, Football NSW is a member of the national governing body, Football Federation Australia (FFA).

Reporting directly to the CEO, the People & Culture Manager will be able to work autonomously, be process driven and pragmatic, with an ability to work with and advise all levels of the organisation, on all aspects of human resource management and industrial relations including, policies, practices and operations whilst maintaining compliance with relevant state and federal legislation.

### KEY ACCOUNTABILITIES

- Creation, development, maintenance, implementation and monitoring of HR policies and procedures in conjunction with the CEO
- Creation, development and assessment of position descriptions of all employees in conjunction with Department Managers and where necessary CEO
- Work with the Risk Manager and Facilities Manager on the overall development and implementation of WHS policies and procedures and company adherence to applicable regulations
- Manage the recruitment, selection and appointment process of all employees
- Complete all administrative tasks associated with FNSW employees and volunteers
- Assist with managing Reception and Administration Staff

### SPECIFIED DUTIES & RESPONSIBILITIES

#### Recruitment, Selection and Appointment

- Responsible for end to end recruitment
- Where required research market rates for positions and make recommendations to the CEO
- Coordinate all interviews, including the development of structured guides and ensure all interviews are conducted in line with Football NSW policies
- Coordinate the offer of employment, including negotiating start date, terms and conditions, developing letter or contract of employment
- Ensure Working with Children checks and prohibited employment declarations are completed prior to commencing employment
- Induct new staff members
- Ensure all new employees are entitled to work in Australia and have appropriate work visas

#### WHS

- Assist with the WHS committee
- In conjunction with the WHS Committee and Risk Manager assist with developing implementing and monitoring FNSW WHS policy
- Work with the Risk Manager and Facilities Manager to ensure that FNSW adheres to the Work Health and Safety Act 2011 including assessing and eliminating hazards, reporting of any accidents or incidents and maintaining a safe work environment

- Manage worker's compensation claims and FNSW return to work program

### **Training and Development**

- Establish a training and development schedule with the assistance of finance and the respective departmental managers, including assisting with proposing budget amounts for training and development during the budget process as required
- Maintain a training and development calendar for accurate recording purposes
- Coordinate the booking and arranging for both internal and external training and development programs

### **Industrial Relations/Awards**

- Ensure FNSW compliance and adherence to the relevant Modern Awards and Fair Work Act 2009
- Interpret Awards on behalf of Management as and when required
- Provide payroll with accurate advice, relevant wage increase information or Award changes as and when required

### **Job Descriptions/Structure**

- Liaise with Department Managers to develop and maintain job descriptions for all positions within FNSW
- On an annual basis perform a complete assessment and review of all job descriptions to ensure they are up to date and in keeping with any changes with position responsibilities or accountabilities

### **Employee Relations**

- Provide support and advice to all FNSW employees and Management
- Work with leadership team on all performance management including review and corrective action
- Investigation of grievances

### **Performance Management**

- In conjunction with Department Managers and CEO develop and implement a structured performance management program to include key performance areas to measure employee performance in relation to their duties and to allow an avenue for formal feedback between Manager and Employees
- On an annual basis review performance management program, updating, amending as necessary to encompass changes of position duties, department and/or organisation objectives
- As required assist Department Managers with the performance management of their employees, provide direction or guidance on matters such as analysing employee skill competency (i.e. recommend training) or implement other methods to improve performance such as mentoring

### **Other**

- As and when requested by the CEO and in conjunction with other departments coordinate HR related projects
- Liaise with external business suppliers in regards to HR specific matters, seeking approval from the CEO prior to providing instructions

### **ESSENTIAL SKILLS AND EXPERIENCE**

- Formal qualifications or extensive experience in Human Resources Management
- Sound knowledge of employment law and WHS legislation

- Ability to interpret modern awards
- Be process driven
- An understanding of payroll
- Proven ability to communicate on all levels of the organisation
- Excellent written and verbal skills
- Experience dealing with worker compensation claims
- RTW Coordination certificate
- Intermediate Microsoft office skills
- End to end recruitment experience
- Experience writing policies and procedures
- Experience writing and reviewing job descriptions
- Working knowledge of performance management and disciplinary frameworks
- Experience investigating grievances

#### **Other requirements**

- Flexible work hours may be required from time to time including night and weekend work
- Working with Children Number for paid workers
- Commitment to FNSW values, behaviours and culture

Please forward your resume and a cover letter addressing the above selection criteria plus any other information that you feel is relevant to your ability to perform this role to [recruitment@footballnsw.com.au](mailto:recruitment@footballnsw.com.au)