

Southern Junction Community Services

Re Information for Applicants

Dear Applicant,

We are pleased to provide the attached information about the recently advertised role.

The position is outlined in the attached documents which are intended to provide you with an introduction to our organisation and to give you with an overview of the role for which you have expressed an interest.

Your application should address the job and person specification and demonstrate your ability to adequately fulfil the role. Please include:

- Resume including contact details, formal qualifications and outline of work history
- A 2-3 page outline of how you believe your previous experience, skills and/or qualifications would enable you to be effective in this role.
- Names and contact details of three current professional referees.
- A valid and satisfactory Police clearance dated within 4 weeks of application.

A recent (within 4 weeks) police clearance is required for all new employees and is a condition of employment. Applicants are responsible for procuring and providing this report with their application. Upon appointment, Southern Junction will reimburse the cost of this report (approx \$50). Applicants for roles associated with service delivery may also be screened by the SA Department of Families and Communities.

Successful applicants may be required to undergo a medical examination that relates to the function of the position.

I thank you for your interest in this position and look forward to receiving your application.

Regards,

Graham Brown
Chief Executive Officer
Southern Junction Community Services

Closing Date: 5pm on the date included with the advertisement

Applications should be addressed to:

*Chief Executive Officer
Southern Junction Community Services
PO Box 66
Christies Beach SA 5165*

SOUTHERN JUNCTION COMMUNITY SERVICES

Southern Junction Community Services is a not-for-profit, community organisation with a proud heritage of dynamically responding to the needs of disadvantaged and marginalized young people and families in Adelaide's southern suburbs and the Fleurieu Peninsula that spans over 25 years. The organisation is currently moving into a growth and development phase which will expand the range of programs to incorporate provision of a wider range of services.

Southern Junction works collaboratively with groups and individuals, other organisations and government agencies to develop and deliver an increasingly diverse range of support and intervention services which enable people to cope more effectively with their current circumstances and make positive choices for the future.

The **governance** of Southern Junction is supported by an experienced Board of Directors with broad experience and high levels of expertise in the community, health, housing, education and business sectors.

The **staff** of Southern Junction is admired for its professionalism and commitment to the provision of high quality client-focused services. The staff value and enthusiastically support the organisation's culture which embraces learning and striving for continuous quality improvement.

Statement of Purpose

Southern Junction Community Services will provide quality information, accommodation and support services relevant to people who are socially or economically disadvantaged, are homeless or at risk of homelessness. We will work with other agencies, groups and individuals in the community to overcome barriers, develop resilience and enhance the community connectedness of groups and individuals.

Vision Statement

The value of all groups and individuals is actively demonstrated by the way they are included and enabled to participate in the community.

Mission Statement

Southern Junction Community Services will work in a way that is people focused, flexible and responsive, with an emphasis on early intervention and prevention. Our work will reflect the belief that all people have the right to pursue and achieve independence and self-reliance.

Core Values

Southern Junction Community Services aspires to deliver flexible and responsive services that are underpinned by the following core values:

- **RESPECT** ~ Every person deserves to be treated with respect
- **TRUST** ~ Safety and trust are the foundations of healthy families and relationships
- **INCLUSION** ~ Inclusive communities value and embrace diversity
- **INTEGRITY** ~ Acting in a way that is honest, just and open to others

Objectives

- To provide quality information, accommodation and support services relevant to people who are socially or economically disadvantaged, are homeless or at risk of homelessness.
- To work with other agencies, groups and individuals in the community to overcome barriers, develop resilience and enhance the community connectedness of groups and individuals.
- To dynamically respond to the changing needs of the community.
- To provide adequate, appropriate, secure and affordable accommodation for people in need.
- To provide information, support and encouragement in a way that will enable people who access services whilst achieving the maximum possible degree of independence and self-reliance.
- To encourage and support the maintenance of family ties and, where appropriate, the reuniting of the family unit.
- To work in partnership with the community to encourage support and raise awareness of homelessness and other issues facing disadvantaged people.
- To work in a manner that upholds the dignity and worth of all people, enhances their self-esteem, is sensitive to their social and economic circumstances and respects their cultural backgrounds and beliefs.

Service Principles

We recognise that the services of Southern Junction are most effective when:

- We are mindful of the needs of families, especially young people and children
- We support and promote health and well-being
- We work collaboratively and in partnership with our clients and others to achieve the best possible outcomes
- We offer support to children, young people and families for as long as needed and as resources allow
- We optimise opportunities to intervene in a way that makes a positive difference
- We are sensitive to individual differences, beliefs and circumstances
- We advocate for positive changes in the lives of individuals, families and the community
- We strive for continuous improvement in our services

Duty Statement

Overview of Role

Role Title **HUMAN RESOURCE MANAGER**

Remuneration A remuneration package including private use of a fully maintained motor vehicle access to attractive salary packaging options will be negotiated with the successful candidate.

Role Description

The Human Resource Manager will have an integral role in the ongoing development and oversight of the organisation's service delivery through provision of generalist human resource management service to staff. This role will be responsible for planning, implementing and maintaining a range of functions including management of recruitment and selection processes, oversight of OHS&W practices, training, employee relations, WorkCover, interpretation of Awards and industrial matters.

This position is responsible for the development, documentation and maintenance of workplace practices and procedures that uphold Southern Junction Community Services policy and principles, in conjunction with the Development Manager and General Manager - Services.

The Human Resource Manager will supervise and support Portfolio Managers, Team Leaders and other staff in the development of service-specific practices and procedures that are consistent with SJCS management principles, practices and procedures that will ensure that an a competent and flexible workforce is developed and sustained. This role will develop and maintain professional relationships with internal and relevant external stakeholder groups including Register Training Organisations, Unions and Community Employers Association.

Responsibilities of All Staff

- To be an active member of the staff team which upholds the ethos and core values of Southern Junction as outlined by in the vision, and values statements.
- To facilitate the effective functioning of relevant programs by working within the established policies, principles practices and procedures of Southern Junction.
- To assist in the establishment and maintenance of safe working conditions by cooperating with Occupation Health and Safety guidelines.

Role in Organisational Framework – Portfolio Manager

- Participation in development of new services
- Preparation of funding applications and major tenders for expansion & resourcing of existing program(s).
- Liaison with the Chief Executive Officer and General Manager - Services in staff recruitment, selection and grievance processes.
- Direct supervision of 8-10 staff

- Assisting Team Leader's and service delivery staff to ensure compliance with agency and program-specific policies and practices and procedures are implemented where appropriate.
- Accountable for the activities and well-being of all agency staff in assigned service(s)
- Set work outcomes for staff in assigned service(s) in order to fulfil contract requirements
- Classification of Level 5, 6 or 7 will be determined following Chief Executive Officer's consideration of:
 - Relevant Award requirements
 - Breadth of responsibility
 - Complexity of program/service area(s)
 - Number and nature of staff reporting
 - Stage of Program Development

Specific Responsibilities of this role include:

- Manage recruitment processes, including placement of advertisements, assess applications, establishment and oversight of appropriate interview panels, participation in interviews, preparation of reports to management about staff appointments
- Maintain, develop and document HRM principles, practices and procedures
- Ensure that all HRM functions are compliant with relevant legislative, statutory, industrial and contractual requirements
- Coordinate organisational orientation and employee induction activities for new employees
- Contribute to strategic workforce planning
- Maintain accurate personnel records for all employees and volunteers
- Oversight of all key correspondence related to HRM matters
- Coordination of the development and implementation of an appropriate professional development program
- Oversee the ongoing training program practices including probation periods, provision of regular supervision and annual appraisal processes.
- Provide advice and information to management and employees on personnel practices and procedures, including equal opportunity, grievance procedures, anti-discrimination and occupational health, safety and welfare processes and initiatives
- Support Manager's and Team Leaders to plan and implement human resource strategies that will meet the organisation's current and projected staffing needs.
- Oversight of performance management and staff grievance processes
- Monitor changes in relevant legislation and or industrial matters and provide expert advice to management to ensure the appropriateness of HRM practices.

Organisational Relationships:

- The Human Resource Manager is employed by Southern Junction Community Services.
- The Human Resource Manager is responsible to the Chief Executive Officer

- This role will liaise closely with the Development Manager in support of organisation wide initiatives.
- Member of Senior Management Team
- Interaction with Portfolio Managers and Team Leaders on HRM matters
- Maintain professional relationships with external stakeholders.
- The Manager, Human Resources will interact staff in relation to HRM functions.

Extent of Authority:

- Acting on behalf of the Chief Executive Officer in specified service area(s)
- Assist in the preparation of annual budgets in conjunction with Resource Manager and/or Development Manager where appropriate
- Authorisation of expenditure within specified cost centre budget(s)
- Advising the CEO of emerging issues and critical incidents that may impact upon the growth, stability and sustainability of the service area.
- Authorisation of internal, service-specific reports and documents as required to facilitate the efficient operation of the assigned program(s)
- Recommendation of staff appointments for final authorisation by Chief Executive Officer
- Other, as approved by Chief Executive Officer and/or within SJCS policy and practice guidelines.

Person Specification*Required Skills, Knowledge, Experience or other attributes include:*

- Current knowledge of legislation and statutory regulations that inform and guide good practice in human resource management
- Current knowledge and recent experience associated with managing industrial relations
- Knowledge of current Occupational Health, Welfare and Safety legislation and awareness of appropriate implementation strategies
- Knowledge of Federal Modern Awards, i.e. Social, Community, Home Care and Disability Services Industry Award 2010
- Ability to use initiative and work independently and with staff teams
- Sound record keeping, data analysis and report writing skills
- Ability to streamline and document administrative procedures
- Ability to identify, report and address emerging risks and issues
- Effective leadership and management skills,
- Ability to discern to delegate when appropriate
- Demonstrated ability to provide accurate information and timely advice to managers
- Experience in performance management and grievance processes
- Knowledge and experience in analysis professional development needs
- Workforce planning and implementation of individualised and group training programs
- Effective time management skills
- Experience in designing, planning and delivering training packages

Desired Skills, Knowledge, Experience or other attributes include:

- Recent experience of administering Occupational Health, Welfare and Safety practices and procedures in an organisational context
- Experience with administering HR databases and software packages
- Experience in reviewing and writing policies, practices and procedures
- Demonstrated ability to contribute to strategic leadership, planning and organisational change management.
- Awareness of the unique characteristics of the non-government community sector.
- Experience in development and implementation of risk management frameworks and control/assurance mechanisms.

Educational Requirements:

- Degree level qualification in Human Resource Management or relevant equivalent
- Contemporary training and participation in relevant short courses

Special Conditions:

- Occasional work out of hours may be required in order to meet deadlines.
- Current SA Driver's Licence is essential.
- Police History check clearance is essential.
- First Aid Certificate (or willingness to obtain)