

Position Title	People and Culture Consultant
Business Unit	Business Services
Manager	Head of People, Culture and Operations
Direct Reports	N/A
Location	Australia (Melbourne preferred)
Role type	1.0 FTE, ongoing
Significant relationships	Liaise and engage with staff globally to ensure people and culture support and initiatives meet the needs of the business

Position purpose

The People and Culture Consultant is a generalist position working across all aspects of people and culture and is responsible for supporting the implementation of the People Strategy.

Key responsibilities

- Support the Head of People, Culture and Operations in the implementation of the People Strategy
- Working closely with the Head of People, Culture and Operations, develop, implement, monitor, and report learning and development initiatives for staff
- Support resourcing efforts and initiatives, including but not limited to recruitment and selection, employee documentation, and employee value proposition review
- Conduct exit interviews and make recommendations for corrective action
- Manage workplace health and safety initiatives globally, including
 - Communicating with staff in a timely manner on health and safety updates
 - Participating in and managing efficient relevant Committee operations
 - Developing and implementing health and safety policies and initiatives
 - Managing worker's compensation claims, including return to work coordination
- Contribute to the development and implementation of policies, processes, and initiatives compliant with relevant legislation, including monitoring legislative updates across our locations and compliance training
- Support remuneration and benefit reviews and initiatives
- Assist in the maintenance of personnel files and administering people related documentation and correspondence
- Coach, guide and support managers and staff on people related issues
- Actively identify opportunities for process and service efficiencies and improvements
- Other duties as required

Skills and experience

Essential

- Relevant experience, ideally in a generalist role with a focus in resourcing or learning and development
- Demonstrated research and analytical skills
- Relevant qualification

Desirable

- Experience working in a global organisation with a matrix structure

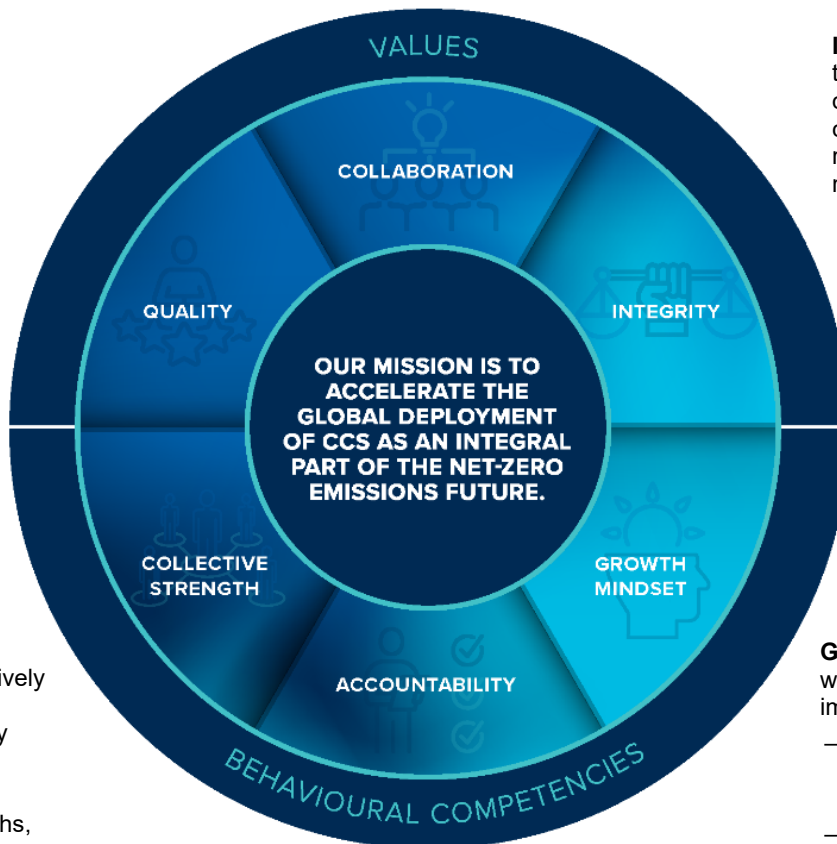
Values

Our Values underpin the way we do things at the Institute and guide us internally in our day-to-day work. The following Behavioural Competencies align with Our Values with the aim to amplify each aspect and are essential to ensure the achievement of Our Mission.

Collaboration - We work cooperatively and our teamwork goes beyond organisational and geographic boundaries to achieve exceptional results.

Quality - We strive for excellence in all that we do. We are a trusted, knowledgeable and responsive organisation known for exceptional advice and service delivery.

Integrity - We hold ourselves to the highest standards in all we do. Our actions and communications are responsive, ethical and respectful of diversity.



Collective Strength - You actively develop and leverage the Institute's collective strength by

- Honouring and acknowledging your colleagues' skills, strengths, and contributions.
- Building meaningful relationships on a foundation of trust, mutual respect, appreciation and empathy with colleagues, Members, clients, and partners.
- Facilitating people and ideas coming together beyond hierarchical and organisational boundaries through effective communication, knowledge sharing, and proactively seeking input.
- Exhibiting dedication to our purpose, your role, and what we can achieve together.

Accountability - You hold yourself and others accountable by

- Taking personal responsibility for deliverables.
- Keeping a focus on delivering outputs that are accurate, timely, and of a high standard.
- Acknowledging ownership and accountability to promote solutions.
- Identifying areas for improvement across the Institute and appropriately providing feedback to those responsible.

Growth Mindset - You seek ways to continuously learn and improve by

- Fostering an environment open to diverse ways of thinking and operating.
- Seeking, providing, and responding to feedback in a productive and respectful manner.
- Recognising the limits of your own experience and skills and taking proactive steps to grow them.
- Embracing failures, challenges, and setbacks as opportunities for growth and learning.
- Engaging in honest self-reflection and actively applying lessons learnt.