

POSITION DESCRIPTION

Position Title:	HEAD OF PEOPLE AND ORGANISATIONAL DEVELOPMENT (POD)
Department:	People and Organisational Development
Location:	ChildFund Australia, Sydney Office Level 8, 162 Goulburn Street, Surry Hills
Employment Status:	Full time or .8 FTE considered; 2 year Fixed Term Contract
Reports to:	Chief Operating Officer

1. ORGANISATIONAL CONTEXT

ChildFund Australia is an international development agency that works in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children's rights.

ChildFund Australia directly implements child-focused development programs in Viet Nam, Papua New Guinea (PNG), Cambodia, Laos, Myanmar and Timor-Leste, and works in conjunction with the ChildFund Alliance global partnership to deliver programs in countries throughout Asia, Africa and the Americas.

Programs are funded by sponsorship contributions, grants, donations and other revenue. ChildFund Australia has an extensive child sponsorship program with more than 55,000 children in 24 countries sponsored by Australians.

ChildFund Australia's goals are to deliver quality development programs that are respectful, responsive and effective.

ChildFund Australia has a staff of 56 employees in Sydney who support and manage six ChildFund Country operations – Vietnam, Cambodia, Laos, Papua New Guinea, Myanmar and Timor-Leste. Total staffing across our six countries of operation is 294 with nearly all being national citizens of their respective country. The staff, volunteers and field assistants of the organisation are culturally and linguistically diverse and demonstrate a wide range of capacities.

2. DEPARTMENTAL CONTEXT

The People and Organisational Development (POD) department's goals are to ensure that ChildFund Australia is able to achieve success through people; increase organisational effectiveness and capability; and uphold staff rights, improve their work life and professional well-being.

POD is responsible for ChildFund Australia's human resources strategies, policy development and implementation, advisory and services to support management and staff in the overall achievement of ChildFund Australia Strategic Plan.

3. POSITION PURPOSE

Working with the Chief Operating Officer, the Head of POD is responsible for leading and overseeing the development and delivery of our people and organisational development strategies and initiatives.

The role leads the review, development and implementation of policies, processes, projects and systems that enhance the capabilities of ChildFund staff, strengthen workplace health and safety, build strong teams and advance the mission, vision and values of ChildFund Australia. The role will look to build the capacity of POD teams to create value and be responsive to business needs and organisational priorities.

The role has direct management responsibility of a team of one based in Sydney:

- POD Officer (P/T, 0.8 FTE)

4. KEY AREAS OF RESPONSIBILITY

Country Offices support

- Build HR competencies and business partnering capability in the development and implementation of POD related strategies, policies, processes and systems that enhance the capabilities of ChildFund staff, strengthen workplace health and safety, build strong teams and advance the mission, vision and values of ChildFund Australia.
- Provide management advice and guidance to in-country POD personnel and senior management, assisting country offices to achieve their POD related strategic objectives.

Sydney Office POD

- Responsibility for leading and overseeing people and organisational development strategies and initiatives in the Sydney office.
- Lead on the development and implementation of an efficient and effective performance appraisal process for Sydney to complete the overall performance management system, with a rollout to other country offices.

Promote and enhance ChildFund's culture and values across ChildFund.

- Develop and implement strategies to promote and enhance ChildFund culture and values.
- Develop clear and transparent ways of working together that will support high performance in a productive and supportive work environment.
Provide management support to country offices in promoting and enhancing ChildFund's culture and values.
- Promote and role model appropriate behaviour to support ChildFund's culture, performance, work environment and reputation.

Develop the capacities and systems of all ChildFund offices

- Design and deliver change strategies to address business challenges, and to attract and retain the very best talent.
- Identify and implement creative ideas and strategies to further strengthen staff engagement and alignment across all offices.

- Work closely with in-country POD staff and management in the development and implementation of effective POD policies and processes.
- Support the expansion of our country office work as outlined in the strategic plan through the provision of professional HR support including but not limited to recruitment and selection activities.
- Provide management support and advice in developing our in-country POD teams to become effective business partners in each of their respective country offices, providing value and being responsive to business needs and organisational priorities.
- Supporting in-country POD teams in the development and implementation of adequate reward benchmarking standards.

Learning and Development

- Encourage and develop learning and professional development initiatives across the organisation.
- Design and implement an effective leadership development training for managers in Sydney with an aim for rollout to other country offices.

Policy & Compliance

- Across all ChildFund Australia offices, provide oversight of the implementation of existing People and Organisational Development policies, and develop and implement new policies and procedures as necessary to advance ChildFund's organisational development and ensure compliance with relevant law, regulation and codes of practice.

Work Health and Safety (WHS)

- Across ChildFund Australia offices, foster a management culture, and ensure the implementation of policies and practices, that promote and strengthen workplace health and safety, while having regard for the diverse work environments and differences in local law and regulation.
- Ensure the safety and security of personnel and operations.
- Develop workplace well-being programs and initiatives.

Others

- Maintain up-to-date knowledge of contemporary HR and ER/IR matters, including changing legislative requirements.
- Be a good mentor for POD staff members.

5. REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Core Competencies:

- Commitment to ChildFund Australia's values, vision and mission;
- Teamwork;
- Communication;
- Accountability and integrity; and
- Adaptability and flexibility.

Functional/Technical Competencies:

- Strong knowledge and understanding of human resource best practice;
- Ensuring the safety and security of personnel and operations;

- Managing multiple activities;
- Developing policies and guidelines and ensuring adequately embedded;
- Aligning human resources management with the organisation's strategic direction
- Delivering solutions in a specialisation and with people front of mind;
- Working with and supporting stakeholders to ensure that projects are properly managed and implemented; and
- Coping with situations which adversely effect on success.

Qualifications and Experiences:

- 10+ years in human resource management roles
- Relevant tertiary qualification in HR or related discipline;
- Significant experience leading change management and organisational development projects;
- Demonstrated experience working in a similar role in a complex business, preferably within the international development/NGO sector;
- Excellent communication skills and highly service orientated;
- Strong knowledge and understanding of strategic human resources management and human resource best practice.
- Professional member of Australian Human Resources Institute (AHRI) is desirable.

6. ADDITIONAL INFORMATION

- The successful candidate must have the current full right to work in Australia.
- It is expected that the role will require some international travel to our country offices.
- Appointment to this position is dependent upon successful completion of an Australian Federal Police Check.
- Adherence to ChildFund Australia policies and procedures is required.
- In this position you will be required to undertake an Australian Federal Police criminal background check every 2 years or at any other time when required to do so by ChildFund.

STANDARD OCCUPATIONAL HEALTH AND SAFETY (OHS) RESPONSIBILITIES FOR MANAGERS

- Identify, assess, prioritise and control risks to the health and safety of staff in and visitors to your area/s of responsibility in the workplace; and
- Ensure that staff in your area/s of responsibility are provided with safe work systems and that the systems are followed by the staff and visitors.