

# Position Description



General Information	
<b>Position title</b>	Manager, Recruitment and Compliance
<b>Enterprise Agreement / Modern Award</b>	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025)
<b>Classification</b>	As per EBA
<b>Status</b>	As per Contract of Employment
<b>Qualifications</b>	Tertiary qualifications in HR, Business or equivalent field, and several years' experience in a generalist HR role
<b>Primary Location</b>	Warrnambool – This position may be required to work across organisational areas and locations dependent on operational requirements.
<b>Reports to</b>	Operations Manager, People and Culture
<b>Direct Reports</b>	2 Recruitment Officers
<b>Key Internal Contacts</b>	All Lyndoch staff, consumers (residents), families
<b>Key External Contacts</b>	Members of the Public, Contractors, Suppliers, Health Professionals
<b>Infection Control Risk</b>	Category B - Indirect patient contact

## Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

## Our Values – ‘The Lyndoch Way’

Our Values known as the “Lyndoch Way” represent how we conduct ourselves to support a positive workplace culture and achieve our strategic direction. Our Values are *One Team, Pride, Welcoming Workplace, Yes Culture, Customer Service, Innovation, Fun and Enjoyment, Social Purpose and Safety.*

## Position Overview

The Manager, Recruitment and Compliance will responsible for leading the delivery of best practice recruitment, selection and on-boarding services to ensure current and future workforce needs are achieved. The Manager is further responsible for overseeing the ongoing monitoring and maintenance of all employment compliance requirements including NDIS Worker Screening Checks, professional registrations, working rights and vaccination status.

The People and Culture Business Partner will ensure the completion of required documentation to support compliance with policy and procedures, and legislated regulatory requirements including elements under the Quality Standards – Aged Care and Safety.

This leadership position supports the culture of the organisation through the adoption of Lyndoch Livings values.

## Leadership and Culture

- Provide leadership that is accountable for the oversight and support of the day to day operations and performance of the recruitment and compliance functions
- Promote employee accountability and in consultation with the Operations Manager implement team KPI’s in line with the organisations strategic objectives
- Foster and actively promote the organisational values, ‘The Lyndoch Way’ and contribute to creating a culture that reflects the values, innovation, staff development, performance improvement and best practice.

- Identify and uplift leadership capabilities to lead high performing teams that deliver on the customer experience outcomes.
- Foster an environment of continuous improvement that comply with the aged care standards.
- Provide technical and leadership support to the Operations Manager – People & Culture as required

## **Best Practice Recruitment Services and Systems**

- Deliver a best practice and seamless end-to-end recruitment, selection and on-boarding process for candidates and hiring managers.
- Provide coaching and expert recruitment and workforce planning advice to hiring managers to build positive business solutions
- Implement best practice recruitment strategies and techniques to source suitable candidates for positions.
- Partner with business leaders to identify workforce needs.
- Oversee and contribute to the formulation, implementation and ongoing review of staff induction, training and orientation programs
- Appropriately review and classify positions in line with the relevant Enterprise Agreement or Award with a focus on equity across the organisation
- Review all outgoing employment contracts including new employee an alteration to employment
- Act as the system administrator of the Applicant Tracking System (JobAdder). Review existing software/system effectiveness with a view to enhancing its functionality.
- In collaboration with Operations Manager – People & Culture, ensure Recruitment, Selection and On-boarding procedures are in line with all relevant guidelines and legislation requirements
- Supervise, support and develop the Recruitment Team to ensure the highest standard of best practice recruitment techniques and advice are delivered to hiring managers.
- Ensure confidentiality in dealing with complex and sensitive employee and recruitment matters

## **Compliance, reporting and data analysis**

- Oversee the ongoing monitoring and maintenance of all employment compliance requirements including NDIS Worker Screening Checks, professional registrations, working rights and vaccination status.
- Coordinate and conduct regular audits across all compliance databases
- Prepare and interpret reports and provide high quality, meaningful and relevant HR data
- Monitor, respond to and escalate any non-compliance in a timely manner
- Prepare and interpret reports for employee data analytics and reporting as required
- Support the organisation to ensure compliance with Enterprise Agreements, Awards, relevant legislation, ethical standards and other audit requirements

## **Project Management**

- Collaborate on key projects and initiatives as assigned by the Operations Manager – People & Culture
- Assist the Operations Manager – People & Culture deliver on strategic People & Culture initiatives
- In collaboration with the Operations Manager – People & Culture, further develop and promote the organisations 'career brand'
- Collaborate with the People & Culture Team to identify trends and implement effective solutions including policy and procedure review and development

## **Other**

- Provide sound technical advice on all employment related queries including Enterprise Agreement and Award interpretation and advice

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Key Responsibilities and Key Performance Indicators (KPIs)	
Key Responsibilities	Key Performance Indicators (KPIs)
<p><u>Community of Practice Leadership</u></p> <ul style="list-style-type: none"> <li>➤ Support the community of practice with leadership and guidance to employees, volunteers and contractors which aligns with the Vision, Mission and Values of Lyndoch Living.</li> <li>➤ Accountable for providing sound advice and guidance on recruitment, compliance and talent matters and provide thought leadership in contemporary P&amp;C practices</li> </ul>	100% compliance to legislation and standards
<p><u>Ensure compliance with all relevant standards and legislation</u></p> <ul style="list-style-type: none"> <li>➤ HRMS documentation up to date and accurate, reviewed within the agreed time frame.</li> <li>➤ Attend to and monitor the entry of accurate documentation into electronic and other related systems, which include, but is not limited to Fair Work, Worksafe and Quality Team.</li> </ul>	100% of HR policies, procedures and guidelines up to date
<p><u>Quality Improvement and Risk Management</u></p> <ul style="list-style-type: none"> <li>➤ Maintain electronic human resources tools and systems, including, but are not limited to – Lyndoch Living’s Human Resource polices, procedure, workplace instructions and conduct of conduct</li> <li>➤ Attend to the completion of audits as directed by the Manager. Actively contribute to Root Cause Analysis and Critical Thinking processes. Assist with risk requirements to ensure ongoing compliance.</li> </ul>	100% compliance with audit and investigation processes
<p><u>Actively participate in professional development in order to deliver best practice</u></p> <ul style="list-style-type: none"> <li>➤ Attend and actively participate in meetings, workshops, forums and other communication events, as delegated and report to Manager. Responsible for and committed to ongoing continued professional development, pursuant with the requirements, in order to expand their own level of professional competence. Complete annual education modules, as allocated by the organisation</li> <li>➤ Annually complete the minimum hours for Continuing Professional Development (CPD), pursuant with the Australian HR Institute requirements.</li> <li>➤ Complete annual education modules allocated by the organisation.</li> <li>➤ Participate, as directed, in the employee Support and Growth Plan.</li> </ul>	<p>20 hours of CPD completed annually.</p> <p>100% of education modules completed annually</p> <p>Support and Growth Plan in place</p>
<p><u>Occupational Health &amp; Safety</u></p> <ul style="list-style-type: none"> <li>➤ Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions, whilst at work</li> <li>➤ Co-operate with your Manager/Supervisor in respect to actions taken by Lyndoch Living to comply with the requirements to provide a workplace that is safe and without risks to health</li> <li>➤ Correctly wear and maintain items of personal protective clothing and equipment that are provided</li> <li>➤ Immediately report any incidents within the workplace to your Manager/Supervision</li> <li>➤ Be familiar with and follow emergency procedures and direction</li> <li>➤ Participate in health and safety training programs as required</li> </ul>	<p>Zero workplace injuries</p> <p>100% compliance with PPE requirements</p>

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<p><u>The Values – ‘The Lyndoch Way’</u></p> <ul style="list-style-type: none"> <li>➤ All employees are expected to work in accordance with the ‘The Lyndoch Way’</li> <li>➤ Contribute to creating a culture that values the contributions of employees, consumers and other stakeholders</li> <li>➤ Role model the organisational Values ‘The Lyndoch Way’</li> </ul>	<p>Employee Engagement Survey Results</p>
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Key Selection Criteria		
Qualifications	<ul style="list-style-type: none"> <li>➤ Tertiary qualifications in HR, Business or equivalent field, and several years’ experience in a generalist HR role</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>➤ Extensive recruitment or generalist human resources professional experience essential</li> <li>➤ Proficiency in recruitment management systems and the ability to lead and improve an internal recruitment function or experience in managing end to end processes through recruitment and HRIS systems.</li> <li>➤ Strong understanding of other facets of the employee life cycle especially workforce planning, recruitment, talent and acquisition and on-boarding would be highly advantageous.</li> </ul>	Essential
Previous experience	<ul style="list-style-type: none"> <li>➤ Understanding of the aged care industry current and future people requirements (desirable)</li> </ul>	Desirable
Skills and knowledge	<ul style="list-style-type: none"> <li>➤ Sound communication, interpersonal and negotiating skills, including well-developed written and oral skills.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>➤ Demonstrated understanding of working with current Awards and Enterprise Agreements</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>➤ Developed leadership skills to foster team cohesion and support effective team management.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>➤ Demonstrate the ability to work autonomously and in a collaborative team environment.</li> <li>➤ Demonstrated ability to implement innovative business and outcome focused strategies</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>➤ Demonstrate developed time management skills with prioritising delegated tasks and the ability to adhere to time frames.</li> <li>➤ Ability to find solutions and interpret data to identify trends and make recommendations</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>➤ Ability to approach difficult tasks and sudden changes appropriately.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>➤ A high level of understanding regarding the Aged Care Funding Instrument tool.</li> </ul>	Essential

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### Agreement

This position description is designed to reflect the inherent requirements and expectations of this position. The information and statements in this position description are intended to reflect a general overview of the responsibilities and not to be interpreted as being all-inclusive. Appointment to this position is conditional upon the successful candidate being fully able to perform the inherent requirements of this position.

Section 41 of the *Workplace Injury Rehabilitation and Compensation Act* (as amended), requires disclosure to your employer of any pre-existing injuries or disease that you have suffered, or existing injuries or disease that you continue to suffer of, which you are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment referred to above.

In relation to workers compensation, I understand that I may be ineligible to apply for WorkCover for any, reoccurrence, exacerbation, deterioration or aggravation to a pre-existing injury or disease.

I acknowledge that failure to disclose the information or provide false and misleading information may dis-entitle me to compensation, pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* (WorkCover) should I suffer any reoccurrence, aggravation, acerbation, exacerbation or deterioration of a pre-existing injury, illness or disease arising from employment with Lyndoch Living.

I have read and understood the requirements and expectations outlined in this Position Description. I agree I have the physical and cognitive ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the requirements and expectations of this position.

Name (Please print):

Signature:

Date:

### Authorisation

Authorised by (position title): Director

Review and authorisation date: September 2022