Position Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>HR Specialist and Systems Manager</th>
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<tbody>
<tr>
<td>Classification / Grade</td>
<td>M1</td>
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<tr>
<td>Hourly Rate / Annual Salary</td>
<td>$79,712 prorata</td>
</tr>
<tr>
<td>Employment Status</td>
<td>Permanent Part Time (30.4 hrs)</td>
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<tr>
<td>Work Area</td>
<td>YMCA Geelong Corporate Services</td>
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<td>Reports to</td>
<td>Chief Executive Officer</td>
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The YMCA Movement

The YMCA is an International, National, State and Local movement dedicated to the improvement of the communities in which it works. The YMCA has undergone enormous growth over the past decade and enjoys a reputation of leadership in the areas of customer service, quality management and community development.

In 2013, the YMCA Geelong celebrated 60 years of community service across the greater Geelong region.

YMCA’s across Australia seek to be a well governed community-based Movement that positively impacts each and every person and is committed to achieving its Mission, social relevance and institutional viability.

Our Movement is one that is firmly based on integrity, is innovative, purposeful in its future focus, growing in its impact on community and which values its people.

YMCA Geelong

YMCA Geelong Inc. has a proud history of serving Geelong and district for over 60 years, having been the pioneers in the introduction of many sport and recreational pursuits in the region. YMCA Geelong primarily operates out of owned facilities, the YMCA Newtown Stadium, YMCA Camp Wyuna (Queenscliff), leased facilities at the Geelong Arena in North Geelong, and we manage in partnership recreation facilities with the Golden Plains Shire Council. We also work within the Geelong and district community providing further community service programs and activities.

The YMCA is committed to the improvement of the communities in which it works as reflected in our Vision - YMCA makes a difference to people’s lives providing healthier, happier, connected communities.
We employ 150 people in administration, management and service delivery roles across our operations at Camp Wyuna, Newtown, North Geelong and Bannockburn.

YMCA Geelong is a not for profit, community based, mission driven charity that is governed by a voluntary Board of professionals who advocate for a healthier, happier, connect Geelong.

We believe in the power of inspire young people and we bring this to life through our programs and employment practices.

Our business operations provide the communities we work in with access to affordable programs that aim to connect people, encourage participation in physical activities that contribute to a healthier, happier holistic person. Our programs are inclusive of all ages and abilities.

**Position Summary**

This role includes the management, support and administrative functions of HR Management systems for YMCA Geelong. As the position is a new position for the organisation the definition of ‘systems’ will be refined over time, however initially this will include;

- Y-EXTRANET (the YMCAs online management, communication, compliance and training system
- HR Systems including payroll and time and attendance and overseeing the human resource management functions and processes for the organisation which includes ensuring organisational, EBA and industrial relations compliance.
- Quality Management Systems (internal audits and reviews and policy management)
- Development of Employee Value Proposition (EVP).

The role will ensure systems and procedures are consistent and adhered to in order to ensure professionalism, efficiency, compliance and accuracy in all interaction.

The position will oversee the organisational implementation and management of our Human Resource Management policies and procedures and cover areas associated with recruitment, induction, staff training and development, employee engagement and industrial relations.

The role will report to the CEO, YMCA Geelong.
Key Responsibilities

YMCA EXTRANET

- Have a strong knowledge of Sharepoint in which the YMCA EXTRANET platform is housed.
- Oversee the management of YMCA EXTRANET by ensuring that it remains up to date.
- Provide training and support to all staff in the use of YMCA EXTRANET and to encourage staff to use it to its potential.
- Work with department teams throughout the organisation to create online training tools for supervisors to use with their staff teams.
- Provide support to organisational staff via online means or onsite training.
- Undertake special projects as required.
- Remain up to date with the functionality and efficiency of YMCA EXTRANET by ensuring a positive working relationship with the external software provider.

KEY PAY

- Maintain a strong knowledge of KEYPAY.
- Oversee the management of KEYPAY by ensuring that it remains up to date.
- Provide software support to the organisation with any issues/concerns arising from KEYPAY.
- Provide training and support to all staff in the use of KEYPAY and encourage staff to use it to its potential.
- Work with the Payroll Officer and Group Accountant to ensure that the implementation of the system maintained and the on boarding of employees is completed in a timely, accurate manner.
- Troubleshooting and solving any issues relating to KEYPAY.
- Remain up to date with the functionality and efficiency of KEYPAY by ensuring a positive working relationship with the external software provider.
- Provide monthly, quarterly and ad-hoc reports to Managers and Leadership Team Members to ensure staff are complying with organisational requirements through the use of KEYPAY.
- Undertake special projects as required.

Human Resource Management

- Oversee the organisational HR policies and processes in relation to recruitment, induction, probation periods, performance reviews, and appraisals through to conclusion of employment.
- In partnership with the site manager provide organisational insight and support associated with the management of staffing costs.
- Oversee and support through education and training the YMCA performance management systems in to all operational units.
- Development of Employee Value Proposition for YMCA Geelong
- Development of an Employee Journey Mapping experience to assist in the recruitment and retention of employees.
- Implementation of pulse /annual employee engagement surveys to understand the voice of the employees.
• Assist the leadership team to identify workforce development strategies
• Act as the contact person and champion of the YMCA Geelong Safeguarding Children and Young People Policies and Procedures. This includes working with YMCA Child Safety Coordinator and Australian Childhood Foundation in preparation for the annual reviews, re-accreditation and compliance to the Royal Commission into Institutional Child Abuse recommendations in the YMCA.
• Work closely with the Payroll Officer and Group Accountant to ensure an efficient and smooth transition of organisational HR process into the payroll system.
• First point of call for Centre Managers, Centre Directors and leadership team members in matters relating to HR processes.
• Maintain a strong knowledge of the YMCA Geelong Staff Agreement 2008.
• Review current HR processes and update as required to ensure we comply with legislative requirements and the YMCA Geelong Staff Agreement-2008.
• Work with Centre’s leadership teams to develop a trigger point system for staff recruitment to ensure we are prepared in advance.
• Create an online central induction process for all new staff by reviewing and developing training tools.
• Provide training and guidance to staff conducting site inductions to ensure a consistent organisational approach that will foster a positive workplace culture.
• Working with Centre’s leadership teams to create an organisational training calendar to ensure staff remain current with qualifications along with gaining new skills and knowledge.
• Integrate our “volunteer” recruitment and induction process for all volunteers joining our organisation into KEYPAY.
• Undertake monthly audits of employee compliance to qualifications, licenses, training, Working with Children Check cards.
• Review all current position descriptions and develop a physical requirements document to support the various roles our organisation offers.
• Directly provide support and leadership in the area of HR to help deliver and promote our organisational HR processes and expectations.
• Undertake special projects as required such as the co-ordination of Staff and Volunteer Awards event, Christmas event, organisational staff training.

**Occupational Health and Safety and Cleanliness**

• Take reasonable care for your own health and safety, and the health and safety of others.
• Be responsible for creating a healthy, happy and safe work environment.
• Comply with all legislative OHS requirements, and YMCA OHS policies and procedures.
• Report all safety and security issues to the Duty Manager / Supervisor.
• Commit to ongoing in-service emergency procedure training.
• Be prepared to contribute recommendations to the YMCA Geelong OHS Committee, and provide feedback on OHS Policies and Procedures as required.
• Recognise that cleanliness and organisation provides a more effective workplace.
Personal Attributes

- Have a commitment to YMCA philosophy to all programs and services of YMCA Geelong.
- Demonstrate excellent work area program and product knowledge and be committed to keeping up to date and informed of any new developments.
- Comply with all YMCA Geelong policies and procedures.
- Meet and exceed the behaviour and performance expectations held by Management and the organisation.
- Complete other tasks as directed by management.
- Model professional behaviour and outstanding customer service at all times.
- Be friendly, approachable, and helpful, and recognise the vital role quality service has in effective operations.
- Establishing a good working relationship with staff and other professionals, e.g., software developers
- Display interest, enthusiasm, patience and respect and innovation to all people that you deal with.
- Be well groomed and well presented.
- Lead by example through a strong work ethic.
- Model, demonstrate and teach the positive values of caring, honesty, respect and responsibility.
- Work as part of a team, be flexible in sharing duties and show professionalism at all times.
- Be punctual in attendance and at staff meetings and training.
- Actively participate, contribute and attend all internal and external staff meetings as required.

Community Strengthening

- Engage in Community Strengthening initiatives to fulfil our Strategic Plan 2015-2025.
- Display commitment to the values and mission of the YMCA.

Safeguarding Children and Young People

In addition to meeting your core functions, duties and responsibilities as outlined in the Position Description, you are also required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines in the YMCA Geelong Staff and Volunteer Handbook, as well as comply with all aspects of our Safeguarding Children and Young People Policy and Procedures. You will receive a copy of the Staff and Volunteer Handbook, Policy and Procedures during your induction process. The main responsibilities of your position at YMCA Geelong with regards to Safeguarding Children and Young People are as follows:
- Promote a welcoming and safe environment for children and young people.
- Promote the safety and wellbeing of children and young people to whom we provide services.
- Ensure that your interactions with children and young people are positive and safe.
• Provide adequate care and supervision of children and young people in your care.
• Act as a positive role model for children and young people.
• Report any suspicious concerns, allegations or disclosures of alleged abuse to management.
• Maintain valid Working with Children Check (employee) documentation.
• Undergo National / International Criminal History Checks at the discretion of management, the cost of this is to be paid by the employer.
• Report to management any matters relating to police investigations, criminal charges, or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

Key Selection Criteria

• Committed to achieving the YMCA Mission and understanding of Not for Profit organisations.
• Demonstrated ability to work as a member to improve systems and processes that will improve the efficient and effectiveness of an organisation.
• Experience or ability to develop strong functional skills in the systems platforms utilised by the YMCA.
• Excellent understanding of HR Management systems and processes and work force development strategies.
• Ability to create partnerships within YMCA Geelong, and to understand our commitment to our site managers and staff.
• Employees are encouraged to demonstrate their commitment to the YMCA and where possible participate in community engagement / strengthening volunteer events.

Key Performance Indicators

• 100% compliance to on-board process of employees and volunteers
• Development and implementation of centralised induction program
• Review of all organisational Position Descriptions and Letters of Appointment
• Re-Accreditation of Child safe Organisation with Australian Childhood Foundation
• 100% compliance employee qualifications
• Implementation of a YMCA learning and development system
• Annual review of the industrial relations to ensure compliance to Award rates
• Management of the employee survey process
• > 70% response rate to the employee survey amongst permanent employees and greater >50% across temporary employees
• 80% Employee Satisfactory rating through the employee survey (this is joint KPI for the entire leadership team)
Mandatory Requirements / Qualifications

Qualifications

- Diploma/Degree in Humans Resource Management/Business Administration or Industry Experience
- Current Working with Children Check - Employer
- Current National Police Check
- Current HLTAID003 First Aid
- Current HLTAID001 CPR
- Requirements to adhere to YMCA Geelong policies and procedures
- Safeguarding Children and Young People Online training (before commencement of employment)

Experience

- Experience in HR practices and processes.
- Excellent computer skills and an understanding of systems

Authority / Accountability

- The position reports to the CEO and has the responsibilities and authority as outline in the annual business plan and budget

Conditions of Employment

This position is in accordance with the terms and conditions of the YMCA Staff Collective Agreement

- This position is in accordance with the terms and conditions of the YMCA Staff Collective Agreement - YMCA Geelong Inc.
- Holding a current Working with Children’s Check - Employer. (WWCC)
- Subject to Police Records check before commencement of employment and throughout your employment with the YMCA.
- Subject to a 24 week probationary period.
- Disclosure of all pre-existing medical conditions and injuries.
- Undertaken Induction training session and Safeguarding Children and Young People Online training prior to commencement of first shift.
- Complete a pre-employment medical screening if required and be Fit for Work.
- Must organise own reliable transport.
- Requires flexible work hours and authorisation and support from your supervisor to undertake this position with suitable time release for meetings and implementation tasks as required.
- Maintain qualifications required for the position.
- Position is based at Newtown Stadium and will require travel to meetings that will be scheduled at Camp Wyuna/Bannockburn/ North Geelong
Acknowledgement of Position Incumbent

I acknowledge that I have read and understood the requirements of this position.

Name: _____________________________________________

Signature: ___________________________________________ Date: _______