

Position Description: People and Capability Manager

Position title	People and Capability Manager	Salary and Conditions	By negotiation
Reporting	Executive Director	Employment status	Ongoing
Direct reports	<ul style="list-style-type: none"> ▪ Payroll Accountant ▪ Volunteer Coordinators 	FTE	1.0 FTE
Liaison	<ul style="list-style-type: none"> ▪ Principal, Boarding Managers regarding recruitment ▪ Executive Director regarding salary and budgets 	Leave	6 weeks annual leave

1 About MITS

The Melbourne Indigenous Transition School (MITS) is a residential transition school for Indigenous students from remote and regional communities. Each year, 22 boys and girls at Year 7 come to MITS for one year, before transitioning to MITS Partner Schools. Students continue to live with MITS through their secondary schooling in MITS's alumni boarding houses. MITS believes that wellbeing is central to the continuing success of its students, and tailors its programs to reflect this philosophy.

The development of relationships of trust, understanding and clear communication with families, staff, supporters, donors and schools is core to all roles at MITS. The fostering of strong and respectful relationships within a culture based on MITS' values of respect, courage, culture, and care is also a core part of every role.

2 Role Purpose

The People and Capability Manager is responsible for delivering effective and compliant generalist human resources advisory and administration services to both internal and external stakeholders in accordance with relevant legislation, MITS policies, organisational directives and work instructions. This is an end-to-end role encompassing job design, recruitment, onboarding and induction, training and development, performance review, career development and succession planning, offboarding and termination.

3 Responsibilities

3.1 Recruitment

MITS is a continually evolving workplace with ongoing growth and development within our staffing. The People and Capability Manager will

- develop passive and dynamic solutions to attract, identify and source the right candidates;
- be proactive in developing the database of potential and interested candidates,
- from screening potential candidates to interview and referral to line managers, follow an organised approach which demonstrates merit and equity, compliance with standards and a high level of documented record keeping;
- maintain confidential staff records (contracts, qualifications, certificates, etc) and monitor currency;
- provide selected candidates with Employment Agreements and related documents; and

- conduct background verification, obtain proof of qualification, verify, monitor and maintain child protection certificates.

3.2 Training and Development

The People and Capability Manager will work with managers to upskill and develop staff including:

- establishing staff induction training to bridge gaps in knowledge and capacity and ensure that new staff are ready to support MITS students;
- with input from relevant managers, developing professional development and training frameworks to ensure that all MITS staff have the skills they need to support students, to ensure that staff remain current in their trainings, and the opportunity to grow at work;
- monitoring ongoing staff capacity to assist with identifying suitable training for staff development;
- organising and documenting trainings completed by staff, including maintaining records of training certificates, to ensure robust and complete records.

3.3 Onboarding and Offboarding

The People and Capability Manager will be responsible for staff onboarding and offboarding, including by:

- ensuring that documentation and communication of all stages of staff onboarding and induction processes is completed as required;
- ensuring that new hires are welcomed into their new role and have a thorough understanding of MITS, its vision and purpose; and
- completing exit interviews and offboarding process.

3.4 Performance & Review

The People and Capability Manager will work closely with Managers to:

- monitor and coordinate performance and review schedule (both 360 degree reviews and Development and Accomplishment (DnA) Reviews) including scheduling, preparing and distributing documents prior to and post review; and
- assist managers to address issues of staff performance, conflict, grievance and misconduct.

3.5 Volunteer Oversight

The People and Capability Manager will work closely with managers and MITS's volunteer coordinators to:

- oversee training, coaching and supervision of Volunteer Coordinators to ensure their understanding and compliance with the HR standards and the Principles established by Volunteering Victoria. (<https://www.volunteeringvictoria.org.au/>); and
- cultivate a safe, inclusive workplace for volunteers to ensure they feel valued, respected and engaged with MITS's purpose.

3.6 Human Resource Planning and Job Analysis

The People and Capability Manager will maintain a thorough understanding of MITS's operations to enable them to:

- develop opportunities for Indigenous and First Nations staff, including in Indigenous Identified Roles, with a focus on recruiting Indigenous staff and creating pathways to further career development;
- work closely with Managers to help them to identify their staffing objectives and create strategies to achieve them;

- assist managers to develop and review rosters that ensure MITS's operational requirements are met effectively and efficiently;
- establish effective job analysis, challenge assumptions, and explore opportunities for more effective and efficient work practices;
- maintain Position Descriptions (including oversight of the technical skills, work experience, personal attributes, values, and interests required for each role); and
- provide advice on staff salaries and incentives.

3.7 IR, Legislation and Workplace Policies

With assistance from MITS's legal advisors, the People and Capability Manager will work with the Executive Team to:

- maintain workplace policies to reduce conflicts, legal issues, and improve employee productivity;
- comply with laws and regulations while designing workplace policies;
- maintain an understanding of legislation and practice around HR such as Privacy, EEO, background verification, recruitment, and appointment;
- maintain familiarity with the award structures and IR provisions that apply to MITS;
- work closely with the Assistant Accountant to ensure awards are correctly interpreted and applied;
- work with all Managers to ensure compliance with IR, OHS, and good HR practice; and
- maintain and share information regarding Human Rights, EEO and Fair Work practices.

4 Experience

4.1 Experience

- Tertiary studies such as a Diploma or Degree in Human Resources Management or a Certificate IV in Human Resources or similar.
- Extensive experience in diverse recruitment, ideally but not essentially within the roles that apply to MITS including Boarding, Education, Administration and Management.
- An understanding and interest in developing opportunities for Indigenous and First Nations staff, including the approach to Indigenous Identified Roles.
- A sound knowledge of legislation, regulation and best practice relating to human resources, recruitment and staff engagement.

4.2 General Competencies

- **(communication and interpersonal skills)** Well-developed written and verbal communication skills to liaise effectively with a diverse range of people, to develop and share information and ideas.
- **(record keeping)** Effective administration skills with knowledge of software and the capacity to maintain accurate, transparent and comprehensive records.
- **(administration)** Excellent organisational, administrative and time management skills to manage resources and maximise outcomes.
- **(team work)** Ability to work as part of a small team.
- **(problem solving and initiative)** Proven ability to identify issues, resolve conflict, analyse options and negotiate an agreed outcomes.

5 Important Information

5.1 MITS Values

Staff and volunteers of MITS are required to demonstrate a commitment to supporting students at Year 7 level to enable their successful and confident transition from home community to Melbourne schools. The fostering of a safe and inclusive community based on the school values of respect, courage, culture and care is the responsibility of all staff.

MITS staff acknowledge and value the contribution of colleagues within the school, listen to and consult with others, and communicate proactively to ensure that collaborative practices are maintained.

5.2 Child Safety

MITS assures the right of every student and staff member to a safe environment. In particular, MITS is committed to child safety, and adheres to the Child Safe Standards through its Child Safety Policy. Each MITS staff member and volunteer is required to sign and act in accordance with MITS's Child Safety Code of Conduct.

The People and Capability Manager must ensure that they act in accordance with MITS's Child Safety Policy and Child Safety Code of Conduct. Whilst the People and Capability Manager does not have any specific duties or responsibilities in relation to child safety, they must be mindful that matters of child safety may arise through their work with MITS students.

The People and Capability Manager does not require any particular qualification, experience or attributes in relation to child safety.

5.3 Reference Checks and Criminal Record Check

Appointment to MITS is subject to reference checks and a Criminal Record Check.

5.4 Work Health & Safety Requirements

All staff must:

- contribute to safe work practices and a healthy school environment for all staff, students and visitors;
- take reasonable care for their own health and safety while taking reasonable care that their actions or omissions do not adversely affect the health and safety of other persons; and
- comply with all risk management requirements, promoting an environment and culture consistent with principles of safety and effective risk management.

5.5 Specific Requirements and Training

Staff members must acquire and maintain:

- a current Working with Children Check; and
- other training as required from time to time by MITS to meet the academic, wellbeing, administrative and other needs of the position.