

**POSITION TITLE:** Head of People  
**DEPARTMENT:** Business Operations  
**DATE:** January 2023  
**REPORTS TO:** Director Capability and Business Performance  
**FTE:** 1.0  
**LOCATION:** East Richmond, Melbourne

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### **CBM AUSTRALIA**

CBM Australia is Christian international development organisation with a focus on disability. We have more than 110 years' experience developing proven community-based programs that help millions of people with disabilities benefit from real and lasting change. We work alongside people with disabilities living in the world's poorest places to fight poverty and exclusion and transform lives.

### **ORGANISATIONAL VISION**

An inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

### **ORGANISATIONAL MISSION**

CBM is fighting to end the cycle of poverty and disability.

### **GROUP/DEPARTMENTAL OBJECTIVE**

We recognise that our staff are instrumental in achieving impact through our work. The People and Community team is charged with responsibility for shaping and operationalising CBM's people strategy, which articulates our approach for sourcing and then unleashing the potential of our staff.

### **RESPONSIBLE FOR**

An experienced, senior-level HR generalist with learning gained from complex and diverse organisations, the Head of People and Community is responsible for delivering the People stream of the CBM Australia strategy. This covers best practice operational HR systems and processes, a dynamic and enabling culture together with strategic People projects. The function is delivered through targeted use of internal and external resources, maintaining high standards and quality outcomes in all aspects of the employee life cycle, balancing growth with HR legal compliance.

### **REPORTS TO**

Director Capability and Business Performance

### **SUPERVISES**

A dynamic and lean team, with one in-house staff member and management of outsourced services along with various contracted experts who are considered part of the extended team.

### **MAIN ACTIVITIES**

- Lead and manage a small, progressive team, contractors and outsourced services.
- Provide total management of our Employer Brand with a focus on the CBM Employee Value Proposition (EVP)
- Provide strategic people, performance and culture advice to the CBM executive team.
- Develop and manage delivery of innovative programs to build outstanding teams and individual staff, including succession planning and impactful learning approaches
- Meticulously report to the SMT and Board on a people metrics on a quarterly basis
- Update and implement HR policies and procedures in line with emerging trends and changes

- Lead and manage all initiatives that strengthen and track the CBM culture, including actively seeking improvement opportunities and being a key driver for positive change
- Ensure efficiency, competitiveness, equity and compliance in CBM remuneration systems management including payroll and adherence with local labour laws
- Maintain a core focus on attracting and retaining high quality staff
- Facilitate regular employee input and feedback mechanisms
- Provide advice and overall management of all employee relations, workplace health and safety and WorkCover issues
- Lead, mentor, coach and develop a small People team alongside outsourced and/or contracted processes
- Expand self-service systems and technology driven People solutions
- Demonstrated ability to lead in a Christian-based organisation.

### **KEY SKILLS/QUALITIES**

- A breadth and depth of contemporary HR knowledge, with relevant tertiary qualifications in a Human Resources or relevant discipline. Post graduate qualifications are preferred.
- A reputation in the for-purpose sector that precedes you. At least 7 years' experience leading a dynamic Human Resources function
- Multi sector experience, including NGO. International multi-country experience is strongly preferred. Inspired by our mission.
- Cultivated networks to stay ahead of emerging trends, continuously seeking to strengthen our EVP
- Influence and critical thinking. Demonstrated ability to utilise HR analytics and data.
- A passion for setting staff up to succeed; a stickler for bringing leadership to CBM's team based and integrated annual performance planning system
- A strategic mindset and business partnering style with hands-on capability.. Energised by partnerships with Directors and managers so their business challenges and organisational impact can be addressed
- A professional, efficient, proactive, accurate, confidential and customer focused style
- Evidenced drive to seek out and adopt innovative approaches for attracting, engaging and developing staff
- A track record of leading the focus and improved outcomes in workplace diversity, particularly in developing a disability inclusive workplace
- Demonstrated success in rolling up your sleeves to get things done. On time, quality delivery is a source of pride and all People projects and processes are managed with that focus.
- Solid experience in Employment Relations, including knowledge of Fairwork and employment legislation. Multi-country labour law knowledge/exposure preferred
- Excellent communication skills. A coach by nature, asking the right questions, listening for facts and feelings
- You embody the CBM values

### **INTERNAL CONTACTS**

Senior Management Team, Directors and Managers, staff

### **EXTERNAL CONTACTS**

Contractors, service providers and suppliers. Networks - peer organisations