



Position Description – People and Culture Manager

Position Title: People and Culture Manager

Organisation: Rural Industries Skill Training (RIST) Centre

Location: Hamilton, Victoria

Employment Type: Part-Time

Reports To: CEO

About Rural Industries Skill Training (RIST)

RIST is dedicated to providing high-quality training and development opportunities in the agricultural and rural industries. Our mission is to empower individuals with the skills and knowledge necessary to thrive in these sectors, contributing to its ongoing growth and sustainability .

Position Summary

The People and Culture Manager will play a crucial role in shaping and nurturing the organisational culture at RIST. This part-time role is designed to support the management and development of our small, dedicated team. The successful candidate will be accountable for the provision of human resources (HR) support and strategies across the business for a workplace of less than 15. The role is responsible for fostering a positive workplace environment, and ensuring compliance with employment laws and best practices.

Key Responsibilities

- **Organisational Development & Planning**
 - Develop and implement HR strategies and policy aligned with RIST's goals and objectives.
 - Design and implement an organisation wide performance management and appraisal system.
 - Research, recommend and implement approved best practice HR initiatives that are innovative and meet RIST's goals and objectives.
 - Identify and monitor the organisation's culture so that it supports the attainment of the RIST's goals and objectives, and promotes employee satisfaction.
 - Design, consult, coordinate and manage organisation-wide workforce planning and development processes that address issues such as organisation structure, job designs, succession planning, workforce development, employee retention and organisational change management.



- **Employee & Industrial Relations**

- Provide Management and staff with comprehensive, professional HR advice including award and contractual interpretation.
- Monitor industrial relations laws relevant to RiST and ensure ongoing compliance.
- Provide support, advice and coaching in all employee relations activities including performance management conduct and behaviour and grievances.
- Determine and recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale, motivation, engagement and capacity to implement change.
- Undertake reviews of compensation structures to ensure staff remuneration and other working conditions are in alignment with industry best practice and the organisations goals and objectives.

- **Functional Management**

- Manage the recruitment and selection process, including job advertisements, position descriptions, interviewing, preparation of employment contracts, reference checks and candidate selection.
- Oversee the induction and onboarding process ensuring new hires are well-integrated into the organisation.
- Development of individual performance and development plans.
- Undertake or manage workplace investigations as required.
- Develop, review and maintain HR policies and procedures.
- Keeping abreast of salary trends including salary sacrifice opportunities and manage the remuneration review and internal movement process.

- **Health & Safety**

- Monitor employee health and well-being and foster a safe, positive workplace culture through the development of employee workplace safety, health and well-being initiatives, programs and strategies.
- Inform Management of significant issues that may impact on the achievement of organisational goals.
- Management of RiST's organisational Workplace Health and Safety system compliance.



- Ensure stakeholder engagement, organisational communication and change management strategies are implemented to ensure success.
- **General Management**
 - Manage the Human Resources function and support the ongoing learning and development of staff.
 - Support the CEO and Management in achieving strategic success.
 - Model RiST values and behaviours at all times.
 - Other duties as directed by the CEO.

Qualifications and Experience

- Bachelor's degree in Human Resources, Business, or related field.
- At least 5 years of experience in an HR role, preferably at a management level within VET or similar industry.
- Strong knowledge of employment laws and HR best practices.
- Excellent interpersonal and communication skills.
- Proven ability to manage multiple priorities and work effectively in a part-time role.
- Experience with HR software and payroll systems.

Key Competencies

- Leadership and management skills.
- Problem-solving and conflict resolution abilities.
- High level of integrity and confidentiality.
- Strong organisational and time management skills.
- Ability to work collaboratively and build effective working relationships.

Work Schedule

- This is a permanent part-time position, with an expected commitment of 3 days / 24 hours per week, or as negotiated.
- Flexible work arrangements may be available.

