

PEOPLE & CULTURE LEAD GENERALIST

MINUS18

POSITION DETAILS

| | |
|-------------------|--|
| Role | People & Culture Lead |
| Status | Full time - 38 hours per week |
| Reports to | Operations Manager |
| Award | Level 5, Social, Community, Home Care and Disability Services Industry Award 2010 |
| Location | Minus18 Office, at the Victorian Pride Centre, 79-81 Fitzroy St, St Kilda VIC. This role may include working from home during COVID-19 and beyond. |
| Salary | \$95,990 Salary Package (Non-PBI Equivalent) + Super - includes: <ul style="list-style-type: none">• \$86,970 Starting Base Pay• Up to \$6,386 in tax-savings via our offered charity salary packaging.• \$2,582 allowances and benefits• + \$8,697 Super (10% of base pay) |
| Start Date | June / July 2022 |

FLEXIBILITY AND ACCESS

| | |
|---------------------|--|
| Leave | We offer 5 weeks of paid leave each year. We offer an additional, once off 2 weeks paid Gender Affirmation leave. |
| Start Time | We offer a standard flexible start time between 8:00am and 9:30am, and aim to offer further adhoc flexibilities as needed. |
| Location | We offer adhoc work from home arrangements when necessary. |
| Office Space | This role is located at the Victorian Pride Centre in St Kilda, an exciting, purpose built space for LGBTQIA+ community organisations opening in 2021. This space includes: <ul style="list-style-type: none">» A raised Tram Stop within 100m from the building entrance.» Elevators and accessible bathrooms.» End of trip facilities.» Dedicated prayer rooms. |

ABOUT THIS POSITION

YOU'LL WORK WITH



MEG-AN

**SHE / THEY
OPERATIONS MANAGER**



MICAH

**HE / THEY
FOUNDING CEO**

We're looking for a generalist People & Culture Lead to join our mission to improve the lives of LGBTQIA+ young people across Australia. In the past 18 months we've grown from 8 to 16 employees, and have cultivated a people-focused culture that works to celebrate how we bring our identity to the workplace.

We anticipate a team of 20 employees by early 2023 - and it's our strong culture and ways of working as a team that have unlocked this growth. This brand new role has been created to lead the people operations at Minus18 to ensure they are embedded into our practice as we scale our work. Day to day, this looks like:

Immediate Priorities: Working with the Operations Manager, you'll refine our HR processes and systems, lead talent acquisition, and ensure compliance with HR, small business and working with children requirements.

In the Long term: We're motivated by creating a workplace that provides the accessibility and flexibility to inspire great work, and are seeking a candidate who is interested in learning more and growing in the areas of Employee Experience and driving awesome, people-centric culture.

We're building an organisation and practice that gives our people what they need to improve the lives of LGBTQIA+ youth each day, and we'd love for you to join us.

ROLE CONTEXT

This is a new role, created to take on responsibilities currently overseen by the Operations Manager and the CEO. While the role will work independently, you will:

- Receive induction and ongoing support.
- Be the first member of a team within a growing organisation.



Our office is located on the land of the Wurundjeri and Boon Wurrung people. We acknowledge Australia's First People and Traditional Custodians of the lands this project took place. This always was and always will be Aboriginal land.



Our work wouldn't be possible if not for the tireless activism from the LGBTQIA+ heroes who have come before us. Their advocacy and protests have pathed the way for Minus18 — we stand on the shoulders of giants.

OUR PEOPLE

Management



MICAH
he/they
Founding CEO



MEG-AN
she/they
Operations Manager

Youth & Events Team



MILLER
they/she/he
Youth & Events Team Lead



MITCH
they/them
Youth Programs

Education Team



ALVI
he/him
Education Team Lead



TESSA
she/her
Presenter



NICOLA
they/them
Presenter



SEB
he/they
Presenter

Marketing Team



REB
she/they
Marketing Team Lead



SEAN
he/they
Social & Content



DREY
she/her
Customer Service



MADI
they/them
Customer Service

Strategic Relationships Team



ADRIAN
he/they
Strat. Relationships Lead



EVA
she/her
Fundraising Relations



SARAH
they/them
Education Bookings

MAJOR RESPONSIBILITY AREAS

1. PEOPLE OPERATIONS (60%)

Tasks

1. **Oversee Process and Practices;**
 - » Facilitate the implementation of a dedicated HR software system. Maintain people-related policies and suggest ways to expand our people practices.
 - » Maintain employee records, generating contracts and other HR paperwork as needed. Support our performance and remuneration review processes.
 - » Facilitate talent acquisition: end-to-end recruitment, onboarding and offboarding;
2. **Compliance;**
 - » Support compliance of HR functions including payroll, NES, Award, and other employment legislation.
 - » Support other tasks as directed by the Operations Manager.

Key Impact Indicators

- » HR documentation is migrated from G-Suite and Xero to specialised HR software.
- » Payroll is processed on time and compliant.
- » Employee documentation, performance and remuneration activities are complete and up to date.
- » Candidate pools for new roles are diverse, and new hires are retained.
- » Employment compliance issues are identified and resolved.

Stretch Goal

- » HR system utilises automation to enhance scalability in preparation for future growth.

2. EMPLOYEE EXPERIENCE (40%)

Tasks

1. **Employee Experience & Engagement**
 - » Define the employee journey to identify and build on existing cultural practices.
 - » Collect and report on employee feedback and suggest innovative ways to deepen employee value. Support the finalisation of Minus18's employee value proposition.
 - » Provide updates to the broader team about all things people and culture.
2. **Team Development**
 - » Plan activities to foster social connection, wellbeing and access and inclusion within the team.

Key Impact Indicators

- » Employee journey is defined, with clear areas identified for growth.
- » Employee Engagement Feedback is gathered twice yearly and reported back to the team.
- » Employees are likely to recommend Minus18 as an employer, committed to staying, and feel recognised, connected and included at work.

Stretch Goal

- » Employee Value Proposition formally defined.

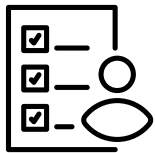
KEY SELECTION CRITERIA

The Ideal Candidate has:

1. Experience and/or tertiary qualifications in Human Resources Management, People & Culture.
2. Sound administration skills and understanding of employment legislation and compliance.
3. Demonstrated experience building People Operation practices in a growing organisation.
4. Lived experience with LGBTQIA+ identity/ies and a strong understanding of the practices that support these experiences in the workplace.
5. A passion for Minus18's mission to support LGBTQIA+ youth and well versed in contemporary and progressive HR practices.

You'll also need

6. A successful Police Background Check and a successful Working With Children Check (WWCC). These can be obtained once an offer of employment is made, and before role commencement.
7. Proof of full COVID-19 vaccination status.



We've provided a significant amount of information about this role to support your application process, and give you a full understanding of what you are applying for.

Research shows that men apply to jobs when they meet an average of 60% of the criteria, while other genders (and intersecting identities) tend to only apply when they check every box.

If you think you have what it takes but don't meet every single criteria above, we would still love to hear from you.

HOW TO APPLY

INSTRUCTIONS

To apply for this role, please send us the following:

- » A copy of your CV
- » A **short pre-recorded video** (max 5 min) introducing yourself, and briefly responding to the 5 key selection criteria - recorded on your phone is fine. Please ensure this is uploaded to a 3rd party service (such as Youtube, Dropbox, etc) and shared via URL, not as an attachment.

Please email this to **jobs@minus18.org.au** with subject 'People & Culture Lead'.

Please ensure that only one email is sent.

APPLICATION CLOSE
Thursday 12th May 2022, 10PM
Early applications are encouraged.

APPLICATION PROCESS

- 1. Pre-Recorded Interview** First round, you are asked to submit a pre-recorded introductory interview, responding to the key selection criteria.
- 2. Live Interviews** Successful candidates will be invited to a live interview with the team. These will be conducted face to face or online.
- 3. Reference Check** Successful candidates will undergo a reference check.
- 4. Child Safety Check** Successful candidates must undergo a successful Working With Children Check and Police Background Check.

Minus18 is committed to promoting and advancing equal opportunity for LGBTQIA+ people, especially LGBTQIA+ people in our strategic priority groups (People of Colour, Aboriginal & Torres Strait Islander people, and people with culturally or linguistically diverse backgrounds). We encourage people in our strategic priority groups to apply, and to let us know if any special assistance is required during the application process (including barriers to recording and uploading your video).

Need assistance? JobAccess includes help finding work, changing jobs, accessing DES providers and workplace modifications to help you find / maintain employment. Please email **meg.an@minus18.org.au** your questions <https://www.jobaccess.gov.au/people-with-disability/available-support>



AUSTRALIA'S CHAMPIONS FOR LGBTQIA+ YOUTH

ABOUT US

THE MINUS18 FOUNDATION

Minus18 is Australia's charity improving the lives of LGBTQIA+ youth. We support LGBTQIA+ young people through events and digital platforms, and provide fee for service LGBTQIA+ inclusion training to schools, businesses and community organisations. Since 2011 over 100,000 young people have engaged in these services across Melbourne, Sydney and Adelaide, and millions more via digital platforms. We're a rapidly growing team of 15 staff.

WHY WORK WITH US?

- Our dynamic start up culture and period of growth means your ideas have a big impact on the whole organisation and its future.
- Social Impact is at the forefront of everything we do. There's nothing better than seeing the result of your work put a smile on the face of an LGBTQIA+ young person and community.
- You will work with a high performing team of passionate young people and young adults; and be part of a larger vibrant youth movement inspiring the leaders of tomorrow.

OUR TEAM

Meet our team here: <https://www.minus18.org.au/our-team>



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