

# Position Description

<b>Job title:</b>	People & Culture Consultant
<b>Department:</b>	People & Culture (P&C)
<b>Work type:</b>	Fulltime
<b>Reports To:</b>	People and Culture Business Partner
<b>Position Reports:</b>	n/a
<b>Position Contact:</b>	Tarnia Drakes

## About

.au Domain Administration Limited (auDA) is Australia's country code Top Level Domain (ccTLD) administrator and self-regulatory policy body, which oversees the operation and management framework of the .au domain of the internet.

auDA is a community-based not-for-profit public company limited by guarantee. It is endorsed by the Australian Government and has an agreement with the global Internet Corporation for Assigned Names and Numbers (ICANN) to manage the .au ccTLD. Its job is to provide a secure and operational namespace for more than 20 million Australian internet users.

Further information on auDA is available at <https://www.auda.org.au/>.

## Our Values

### Contribute: Locally & Globally

We serve all Australians and global internet users.

### Better Together

We collaborate and work together as one auDA.

### Strive For Excellence

We deliver value. On time, every time.



## Role Purpose

The P&C Consultant is a member of the auDA P&C team, reporting to the People and Culture Business Partner, responsible for supporting the development and delivery of auDA's people policies, procedures and programs, and improving and maintaining auDA as a place where people want to work.

The role will also actively support the ongoing development of an organisational culture that embodies auDA's values and promotes a positive and safe environment for staff.

## Key Accountabilities

This role is for an experienced P&C Officer to support the operations of the team by delivering a diverse range of people and culture related activities.

The P&C Officer is a full time position working with the P&C Business Partner and responsible for:

- Develop and implement **P&C strategies** and projects that support auDA's strategic and business goals, values, and objectives.
- Providing **Administrative** support to develop, update and maintain all People & Culture documents including policies, procedures, forms and templates; including reporting.
- Research, implementation and supporting with **Culture and Engagement** initiatives including **Wellbeing** Program
- Undertake the lead role for the **recruitment** of new non senior staff, including documents and employment checks, support for annual Intern recruitment and agency engagement where required
- Managing **onboarding** of new staff from hiring, **induction** and through probation. This may involve actively reviewing, establishing and evolving the Onboarding program as the organisation grows
- Reviewing and Maintaining **training and development** processes and initiatives including reporting
- Monitoring **compliance** of policies and procedures to ensure with all employment laws and regulation.
- Work with CSEP to deliver an effective internal **communications** strategy for P&C matters.
- Partner with the leadership team to create a positive and inclusive workplace culture and an environment that fosters employee engagement, teamwork, and collaboration.
- Oversee the **AusCheck** process for approving people in key positions of auDA's critical infrastructure.
- Assist in **employee relations** issues, as appropriate.



- Support the Executive in monitoring the administration of **compensation and benefits** programs, including salary packaging, professional development and wellbeing program.
- Collect HR **data** for P&C Business Partner, analyse to identify trends and develop recommendations for improvement to the CEO, Governance and Culture Committee and the Board.
- Continuously improve P&C processes and systems to enhance the efficiency and effectiveness of auDA's P&C operations, including P&C **Projects** as required (eg: HRIS)
- Assist auDA to operate effectively in a hybrid working environment with a mix of staff in the office and working from home on any given day, with the aim of making the office an effective environment for people to work and collaborate.
- Support with **PD's and Job sizing**
- Provide effective and timely **advice** to staff and managers regarding P&C policies, procedures, guidelines, issues and documentation.
- Process and administer workplace, **health and safety** requirements as needed.

## Key Selection Criteria

- Proven track record of developing and implementing HR strategies that support strategic and business objectives with a positive organisational culture.
- Strong knowledge of P&C laws and regulations.
- Experience in managing employee relations issues and successfully resolving conflicts.
- Strong communication, interpersonal, and leadership skills.
- Demonstrated ability to build strong relationships with employees at all levels of the organisation.
- Strong analytical skills and experience with P&C data analysis and reporting.
- High level of IT competency including the MS Office Suite.
- Experience in using Software-as-a-Service based HR technology platforms and tools.
- Established project management skills and ability to manage multiple projects simultaneously.
- Relevant Bachelor's degree, or a related field or equivalent industry experience.

## Skills and Experience

- At least 5 years of experience in P&C, preferably with some experience in the technology sector.
- Track record in developing a high performing organisation and culture.
- Strong judgement in possibly demanding situations
- Very good stakeholder skills



- Excellent verbal and written communication skills.
- Focus to review the current and to introduce fresh thinking and new perspectives as needed.
- Comfort in working autonomously, exercising, and navigating to resolve problems.
- Ability to collaborate and work collegiately with a small team.
- Ability to prioritise, manage overlapping priorities and deliver to tight deadlines.
- Reliability and attention to detail.

In addition to your Total Remuneration Package, auDA offers:

- Flexible working arrangements to suit role by agreement, depending on the role.
- Salary packaging through Simply Green (auDA is rateable for Fringe Benefits Tax).
- Reimbursement of home internet to approved amount.
- Assistance with initial ergonomic home office set up, to approved amount.
- Payment of pre-approved professional subscriptions; and
- Reimbursement for health and wellbeing program approved activities.

The 2022 Culture Survey found that 92% of auDA employees agree they would recommend auDA as a great place to work.

## **Supporting our employees balance their work and life commitments.**

All roles at auDA can be worked flexibly by agreement, this underpins a diverse, adaptive and high-performing workforce. The nature and scope of flexible options available will depend on the nature of the position. Applicants are encouraged to discuss flexible arrangements with their manager during the recruitment process.

## **Important Information**

National Police Check, Right to Work and National Personal Insolvency Information Check will be conducted as part of the selection process.

In the context of OHS policies, procedures, training and instruction, as detailed in Section 25 of the *Occupational Health and Safety Act 2004 (Victoria)*, employees are responsible for ensuring they:

- Follow reasonable instruction.
- Cooperate with their employer.
- At all times, take reasonable care for the safety of others in the workplace.

## **Last Updated**

March 2024