
HEAD OF PEOPLE & CULTURE



POSITION DESCRIPTION

DATE APPROVED: FEBRUARY 2023

Employers:	Adara Development (Australia) 80% and Adara Advisors Pty. Limited 20%
Location:	Sydney, Australia – see additional comments below
Employment status:	Full time. 0.8 or 0.9 FTE may be considered.
Reports to:	Chief Executive Officers of Adara Development and Adara Partners
Direct reports:	People and Culture Coordinator

OVERALL JOB GOALS

- Drive operational people and culture initiatives globally across the various jurisdictions and for both Adara Development and the Adara businesses, Adara Advisors Pty Limited and Adara Partners (Australia) Pty Limited.
- Provide advice and support on people and culture issues to the Global Leadership Teams providing hands on, best practice human resources advice and managing key people and culture projects.

KEY RESPONSIBILITIES

1. People and Culture Strategy

- Develop and implement the People & Culture strategy and initiatives, incorporating strategic plan objectives for our annual and three yearly plans.
- Manage Adara's relationships with external HR providers

2. Policies and Procedures

- Work with the legal team to periodically review policies and procedures to global best practice, using consistent easy to follow formats and language.
- Lead work on all Country specific Staff Policies and Procedures Manuals.
- Conduct training on policies, procedures and relevant legislation.

3. Recruitment and Selection

- Oversee and support managers in the recruitment and selection process, including job descriptions, collating and reviewing applications, candidate interviews, completing the credentialing process (including Working with Children and Police Record checks) and feedback to unsuccessful applicants.
- Where needed, conduct talent searches for potential candidates.
- Oversee the creation and implementation of a plan to cultivate diversity and tackle unconscious bias in both the recruitment process and attitudes of our team.
- Ensure adherence to Adara's minimum standards for safeguarding, including child safe recruitment and screening.

4. Onboarding & Offboarding

- Manage the Group-wide staff inductions.
- Oversee the employee and volunteer onboarding experience is adhered to globally and people are inducted and oriented well into Adara.
- Oversee the exit process of employees, including liaising with payroll and IT, exit interviews, required notice periods and completing the off-boarding checklist.

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- Oversee the volunteers and interns experience at the Sydney office

5. Remuneration and Contracts

- Coordinate employment contracts and HR documentation, working with our legal team.
- Provide advice to ensure that employees globally are remunerated appropriately, carrying out related benchmarking using global reports and in Australian specifically, manage industrial award reviews.

6. Work Health and Safety

- Ensure the Adara Group consistently works towards a safer, healthier working environment for team members, including effectively and efficiently managing all safety and workers compensation related matters.
- Assist with Work Health and Safety and Workers Compensation training and procedures.

7. Monitoring and Reporting

- Monitor, evaluate and report on global People and Culture activities, outcomes and metrics.
- Continue to measure team engagement and provide feedback, proactively using the results.
- Write the People and Culture Report for Adara Development Global Board Meetings.

8. Record Management

- Maintain excellent HR records and manage Adara's HR information system.

9. Staff performance and progression

- Coordinate probation reviews for new team members and manage the annual Performance Review & Development Plans for the team globally.
- Prepare succession planning that promotes continuity of leadership and operations and identifies gaps.
- Manage employee relations, resolving problems, and providing coaching and guidance to new people managers.

10. Learning & Development

- Create, implement, and manage a Learning and Development programme and training calendar for Adara's global offices, working with relevant teams to ensure compliance training is covered annually.

11. Wellbeing

- Encourage our global teams to access the Employee Assistance Programmes in their jurisdictions.
- Put together an appropriate programme of training and courses to support our global teams with specific focus on our team of frontline staff.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in Human Resources
- 10+ years' experience in a Senior Human Resources role, partnering with senior leadership groups.
- Thorough knowledge of Australian employment related laws and regulations
- Legal qualifications or experience, although not required, would be well regarded
- Experience in the international development sector , although not required, would be well regarded
- Proficient with Microsoft Office Suite
- Ability to provide hands on HR advice and hit the ground running

COMPETENCIES

- Confident, proactive, flexible approach
- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation and conflict resolution skills
- Excellent organisational skills and attention to detail
- Exceptional influencing and relationship building skills
- Ability to act with integrity, professionalism, and confidentiality
- Ability to work cross-culturally
- Ability to adhere to and promote the Adara Group's Culture and Values
- A passion for social justice
- Willingness to undergo a Police check and a Working with Children Check.

KEY CONTACTS

- **Internal Contacts**
 - People and Culture Coordinator
 - Staff at all levels
- **External Contacts**
 - HR service providers

LOCATION

Adara is completely focused on the wellbeing and safety of our teams around the world at this time of COVID-19. All our team members are able to work flexibly from home as well as from a physical office space. All our team are fully equipped to work productively and safely from their homes. As long as it is COVID-19 safe, the candidate will be expected to work from our physical office space at least 2 days a week.

The Adara Group is a child safe organisation.

THE ADARA GROUP

OUR CULTURE AND VALUES

WE, THE ADARA FAMILY, UPHOLD THESE VALUES AT ALL TIMES...

COMPASSION

- Our reason to be is to provide support to vulnerable women, children and their communities living in extreme poverty
- We believe everyone has a right to health and education services no matter where they live

TEAM WORK

- We work as a team and we support each other
- We are open, honest and kind
- Failure and mistakes are OK – this is how we learn and grow
- We make Adara a happy and productive place to work

MUTUAL RESPECT

- We listen to other people's point of view
- We celebrate and promote diversity
- We abhor discrimination in any form

INTEGRITY AND EXCELLENCE

- We act with deep respect, integrity and humility
- We strive to be fair to everyone on the team
- We work to a standard of excellence

PASSION

- We work hard
- We laugh and we have fun
- We are optimistic and positive
- We don't count hours: we measure outcomes

UNCONVENTIONALITY

- We think outside the box
- We are not afraid to be different