



Healing Foundation

Strong Spirit • Strong Culture • Strong People

Position Description	
Position Title:	Manager People & Culture
Reporting to:	Director, People & Governance
Direct Reports:	1
Location:	Brisbane
Job Type:	Full time
Competency Framework:	Lead Practitioner L2
Last updated:	17.04.2023

THE HEALING FOUNDATION VISION

The Healing Foundation is a national Aboriginal and Torres Strait Islander organisation that provides a platform to amplify the voices and lived experience of Stolen Generations survivors and their families.

We work with communities to create a place of safety, providing an environment for Stolen Generations survivors and their families to speak for themselves, tell their own stories, and be in charge of their own healing.

We promote trauma-aware, healing-informed practice to help government, policymakers, and workforces understand their role in intergenerational healing.

By addressing unresolved trauma in First Nations communities – trauma that was caused by colonisation and actions like the forced removal of children – we are walking alongside communities on the path to healing.

We are governed by a First Nations Board and Executive and guided in our work by our Stolen Generations and Youth Reference Groups.

Our work honours our First Nations ancestors who inspire strong spirit, strong culture and strong people in all future generations.

THE ROLE AND THE TEAM

The role: **Manager People & Culture**

In pursuit of The Healing Foundation’s strategic objectives, the **People and Governance** team champion good governance and workforce support through our three primary functions: Governance, Human Resources and Risk Management.

COMPETENCY FRAMEWORK CORE COMPETENCIES AND JOB SPECIFIC COMPETENCIES

The Healing Foundation Competency Framework is designed to provide a roadmap for leaders and teams to have more specific discussions on *‘how to be successful’* at the Healing Foundation by articulating what our expectations of ourselves and others are. It is designed to support the achievement of our strategic plan.

Reporting to the **Director People & Governance**, your role must demonstrate the following Core competencies and Job specific competencies:

CORE COMPETENCIES	
PEOPLE AND RELATIONSHIPS	<ul style="list-style-type: none"> • Live our Values and Guiding Principles: Demonstrate our values and guiding principles in our daily behaviours, habits and interactions with others • Enhance Health and Wellbeing: Be socially responsible with a genuine commitment to an environment where people are safe, free from harassment of any kind, and where they can enhance their physical, mental and emotional wellbeing • Grow Cultural Awareness and Connection: Appreciate and respect the significance that Aboriginal and Torres Strait Islander people place on culture, family and country, and how these elements are connected • Proactively Engage and Communicate: Build and maintain relationships with respectful and honest communication, that facilitates mutual benefits and outcomes and that encourages and supports all staff to speak up about unwelcome, offensive or illegal behaviours.
RESULTS AND EXPERTISE	<ul style="list-style-type: none"> • Understand Our Business: Be committed to the organisation’s mission, acknowledging our challenges and continually looking to add value and grow our strengths and opportunities • Service Delivery: Understand and meet the needs and expectations of our people, communities, suppliers and other key stakeholders and colleagues

	<ul style="list-style-type: none"> • Be Accountable and Outcome Focused: Accept responsibility for role, make prompt informed decisions and take focused action to achieve results
INNOVATION AND CONTINUOUS IMPROVEMENT	<ul style="list-style-type: none"> • Put Ideas into Action: With innovation at our core, be curious, explore new concepts and be prepared to try new ideas, backing ourselves and each other • Achieve Change: Seek to understand reasons for change and be open to new initiatives, providing constructive feedback and embracing change with resilience • Grow and Share Knowledge: Incorporate learning, knowledge capture and sharing into your work routinely

JOB SPECIFIC COMPETENCIES	
ROLE & RESPONSIBILITIES	<p>Adherence to THF general risk principles:</p> <ul style="list-style-type: none"> • Do no harm • Prevent harm by others <p>Job specific competencies include:</p> <ul style="list-style-type: none"> • Management and oversight of the HR function • Facilitate the development of the HR Strategy • Support the Director People and Governance to manage complex workplace people issues, including grievances, performance enhancement, and conduct investigations • Lead and mentor the HR officer and associated role functions • Lead, manage and promote best practice risk management • Administer risk identification, analysis, monitoring and reporting processes to embed risk management as a key function driving organisational success • Oversight of risk registers (for operational and strategic risks) • Provision of advice and support to the Leadership Team on the proactive identification and mitigation of operational and strategic risks • Lead review of internal risk management documentation, including Risk appetite statement, Risk Management policy and procedures, and Travel risk assessment • Lead the implementation of a risk aware culture, speak up culture, and strong Health, Safety and Environment processes

	<ul style="list-style-type: none"> • Lead the monitoring and reporting of emerging risks, trends, insights, and themes to advise & support leadership and the Board in decision making • Other related duties to the People and Governance portfolio as required
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • Strong understanding or commitment to the First Nations sector demonstrating knowledge, advocacy and prior engagement with First Nations people, and the understanding of and commitment to working in a culturally sound and strengths-based way • Experience in Human Resources or Risk Management role
MANDATORY REQUIREMENTS	<ul style="list-style-type: none"> • The employee will undertake and maintain a valid State specific either WWVP, AHPRA Certificate of Registration or police clearance based on the legislative requirements of the state or territory in which they reside • Demonstrated cultural awareness and competency and an ability to work positively and productively with persons from a variety of international and cultural backgrounds • Ability to travel and support the Healing Foundation’s activities across a variety of regional and remote Aboriginal and Torres Strait Islander communities • To ensure the safety of those most vulnerable people in the community, you must be able to provide evidence of Covid-19 vaccination • Ability to accurately record outcomes • A strong focus on empowering others to understand compliance and risk requirements • Ability to multitask with high attention to detail • Ability to work autonomously and proactively • Ability to plan and forward think • Ability to think strategically • Demonstrated high level written and verbal communication skill
HIGH DESIRABLE CRITERIA	<ul style="list-style-type: none"> • Related qualifications