

Position Description

Job Title:	People & Culture Advisor
Team:	People & Culture
Reporting to:	Executive Manager, People & Culture
Employment Status:	Full time (37.5 hours a week)

About the organisation

Melbourne Royal® is a member-based, not-for-profit organisation that has been enabling communities to celebrate and showcase their passion since 1848.

Melbourne Royal's vision is to be globally recognised as a seal of excellence, highly valued for:

- Showcasing food and beverage, produce and producers
- Presenting premier events
- Developing and activating vibrant event spaces

Melbourne Royal's five key strategic pillars are Awards and Competitions, Venue (Melbourne Showgrounds), Melbourne Royal Show, People and Sustainability.

Organisation values

Our values are summarised by the phrase 'Be **First**', which is an acronym representing the following attributes:



Fearless

Confident, brave, courageous, bold, be authentic

Take risks, speak up and have the courage to back yourself.



Innovative

Creative, best practice, forward thinking, think outside the box

Explore and support new ways of thinking to deliver the best solutions.



Respectful

Open minded, honest, be present

Embrace our heritage and diversity, listen and treat people as you would like to be treated



Successful

Outcomes focused, positive, proactive, exceed expectations

Pursue our shared goals, strive to be the best at what we do and celebrate our wins



Together

United team, shared vision, trust

Be open, work together and have fun

About this role

This position is responsible for implementing HR strategies and initiatives aligned with the overall business strategy and goals. Responsibilities include all aspects of the employee lifecycle, recruitment & selection, performance management, policies & procedures, employment relations, culture programs, health & wellbeing initiatives, and training & development.

Included in the role is the payroll function for approximately 80 employees (most employees are salaried). The payroll portion of the position is about 10% of the role.

Key responsibilities

General HR Administration

- Support the Executive Manager, People & Culture to plan for and execute People and Culture strategies that support the achievement of organisational objectives.
- Provide end-to-end recruitment processes including placing advertisements, shortlisting and drafting Employment Contracts
- Ensure that the onboarding process is in place prior to the employee commencing
- Assist with annual performance appraisal cycle processes
- Assist with the implementation of annual KPIs and Training/Development Plan templates
- Provide training to managers and employees as required
- Arrange interviews as required
- Assist with Health & Wellbeing initiatives
- Assist with social event coordination

HRIS

- Set up and maintain HRIS modules
- Create reports from HRIS for data analysis and reporting (Executive, Board and other reports as required)
- Assist with tracking the on-boarding and probationary period of new employees
- Assist with ensuring compliance within relevant legislative frameworks for on-boarding and ongoing employment requirements (e.g Working with Children checks, etc)

Payroll

- Perform end to end payroll processing on a fortnightly basis
- Oversee changes to employee contracts and new employee's contracts and review and process terminations
- Manage the preparation of all tax obligations including PAYG tax and Superannuation Guarantee contributions
- Maintain accurate records as well as file/archive payroll information

Labour Contract Administration

- Draft contractor agreements
- Provide guidance during contract negotiations for contractors/judges
- Manage record-keeping for all contract related correspondence and documentation
- Check all information provided by the contractor for completeness and accuracy
- Review all contractors' invoices/timesheets against their contract to ensure accuracy
- Ensure Superannuation Guarantee contributions are paid where applicable for contractors who are individual sole traders

Key competencies of the role:

- HR qualification
- 3+ years of HR experience
- Preference for some knowledge of general payroll practices, procedures, operations and legislation
- Excellent written and verbal communication skills
- Honesty, integrity and discretion
- Sound and accurate judgment, confident problem solving and decision-making skills
- Excellent customer service and interpersonal skills with the ability to build rapport
- Computer software skills, Word and Excel and other accounting / payroll packages

- Excellent organisational skills and attention to detail
- Ability to work as a team member and also able to work independently with little supervision or management.

Organisation compliance

- All employees are required to have and maintain a current Working with Children Check
- In line with directions issued by Victoria's Chief Health Officer, all employees at Melbourne Royal must be fully vaccinated against COVID-19 and will be required to provide COVID-19 a vaccination certificate or valid medical exemption.
- Be available to work the 11 days of the Melbourne Royal Show.
- Work additional hours in the lead up and during events (including after hours and weekends).
- Adhere to Melbourne Royal's Code of Conduct, policies and values.