

<b>POSITION TITLE:</b>	People & Culture Specialist
<b>Department/location:</b>	Glenorchy
<b>Immediate Manager:</b>	CEO
<b>Direct Reports:</b>	N/A
<b>Award and Level</b>	N/A
<b>Employment status</b>	Part time (0.6 FTE)
<b>Probation period</b>	6 months

## About Us

Sexual health rights are at the core of everything we do at Family Planning Tasmania. We strongly believe that accessing quality sexual and reproductive healthcare and education is a fundamental human right. Family Planning Tasmania supports over 14,000 clients a year to improve their sexual and reproductive health through its state-wide clinics in Glenorchy, Launceston and Burnie. The staff and Board of Family Planning Tasmania are committed to providing services in a manner that recognises the rights of individuals to be consistently treated with a non-judgmental, non-discriminatory, considerate manner, respecting their right to privacy and confidentiality.

## Why work at Family Planning Tasmania?

- Make a real difference in the lives of vulnerable Tasmanians: over 60% of our clients are either young, living with disability, Tasmanian Aboriginal, culturally and linguistically diverse or financially disadvantaged.
- Sociable, flexible hours, with limited out-of-hours.
- Work as part of a great team in a collegial, supportive and fun environment.
- Not for profit salary packaging available.

## Position Purpose

This role is both strategic and operational in its contemporary people, change, wellbeing, and cultural focus. You will provide advice on and develop, implement, monitor, evaluate, and report on people, change, wellbeing and culture initiatives, strategies, programs, policies, and processes aligned to the objectives in FPT's Strategic Plan and Human Resource Framework.

The objectives that you will have responsibility for will make a positive difference to people strategies, their impact on FPT culture, and ultimately, the services, diverse stakeholders, and clients that FPT serves and engages with.

<b>Key Accountabilities</b>	
	<ul style="list-style-type: none"> <li>• Provides proactive, strategic advice on, and recommendations to, the CEO and management team on people and cultural issues to support a positive work culture and strong client service focus.</li> <li>• Delivers on FPT's strategic intents, goals and strategies relating to people and cultural goals identified in the Human Resources Framework document and in FPT's Strategic Plan.</li> <li>• Promotes, drives, monitors, evaluates, and reports on a values-led culture to ensure high levels of engagement across FPT and a focus on excellent client service.</li> <li>• Promotes, drives, implements, monitors, evaluates, and reports on an FPT-wide wellbeing policy and supporting programs.</li> <li>• Develops, implements, monitors, evaluates, and reports on a framework for strategic recruitment, selection, induction, probation, and workforce planning.</li> <li>• Provides support and general advice on people-related matters.</li> <li>• Lives and promotes FPT values.</li> </ul>

<b>Key Challenges</b>	
	<ul style="list-style-type: none"> <li>• Effectively working with the management team to present initiatives and influence their agreement for delivery.</li> <li>• Managing a diverse range of projects and workload with competing commitments and priorities which require negotiating and re-prioritising the delivery expectations.</li> </ul>

<b>Key Relationships</b>	
	<ul style="list-style-type: none"> <li>• CEO</li> <li>• Management Team</li> </ul>

<b>Level of responsibility</b>	
	<ul style="list-style-type: none"> <li>• Works under the broad direction of the CEO.</li> <li>• Provides advice and recommendations to the CEO and the wider management team on strategic change and operational people, wellbeing and cultural programs, policies, and process.</li> </ul>

<b>Essential requirements</b>	
	<ul style="list-style-type: none"> <li>• A Working with Vulnerable People Registration clearance</li> <li>• A National Police Criminal history check.</li> <li>• A current driver's licence and access to a vehicle (travel is reimbursed).</li> <li>• Intrastate travel is required.</li> </ul>

<b>Desirable requirements</b>	
	<ul style="list-style-type: none"> <li>• A relevant tertiary qualification in Human Resources or relevant work experience with at least five years in a similar role.</li> <li>• Previous experience working in community services or related experience in not-for-profit and/or non-government organisations (NGO) is an advantage, but not essential.</li> </ul>

<b>Selection Criteria</b>	
1	<p><b>Thinks strategically, drives and implements strategy and operational programs in people management and cultural change</b></p> <p>Demonstrated capability to proactively identify and develop contemporary people and cultural improvement strategies, policies, processes, and programs in line with organisational requirements whilst experienced in leading successful organisational change methodologies, strategies, and processes.</p>

2	<p><b>Exemplifies Personal Drive and Integrity</b></p> <p>Demonstrated capability to exemplify Family Planning Tasmania and VALUES; demonstrate professionalism and probity; engage with risk and show personal courage; commit to action; display resilience; and demonstrate self-awareness and a commitment to personal development.</p>
3	<p><b>Communicates with Influence</b></p> <p>Demonstrated capability to communicate clearly; listen, understand and adapt to audience; and to negotiate persuasively.</p>
4	<p><b>Commits to Achieving Results</b></p> <p>Demonstrated capability with a strong record of achievement, both strategically and operationally, to build effective organisational capability and responsiveness through the work undertaken.</p>
5	<p><b>Adapts, innovates, and is solutions-focused</b></p> <p>Develops, implements, monitors, evaluates and reports on people and culture programs that have organisational impact.</p>
6	<p><b>Cultivates credible productive relationships</b></p> <p>Demonstrated capability to nurture internal and external relationships; facilitate cooperation and partnership; value difference and diversity; and guide, mentor and develop people.</p>
7	<p><b>Understands and Uses Available Technologies</b></p> <p>Identifies opportunities to maximise efficiencies and effectiveness with a broad range of technologies.</p>
8	<p><b>Plans and Prioritises</b></p> <p>Achieves priority outcomes and responds flexibly to changing circumstances.</p>

# OUR VALUES

## Excellence

### Leadership

We continually strive to be the leaders in sexual and reproductive health in our profession  
We role model our values and lead by example as we deliver on our vision and strategy

### Research and Evidence

Our professional practices are grounded in research and evidence  
We are active learners and will maintain and develop our specialist skills

## Equity + Equality

### Advocacy

We promote the rights of all people to live free from discrimination  
We proactively support people to safely and respectfully express their sexuality

### Accessibility

We promote equal access to our programs and services  
We respect the right to self-determination

### Social Justice

We adhere to the principles of social justice  
We will actively work to ensure we provide equitable programs and services

## Integrity

### Honesty and Ethical Behaviour

We are authentic and honest in all our interactions  
We are consistent and authentically care for our clients and each other

### Drive and Accountability

We are accountable for our work and follow-through on our commitments  
We have drive and commitment and are prepared to take calculated risks for organisational benefit

## Collegiality

### Openness and Respect

We engage openly, respectfully and constructively with each other  
We actively listen and keep an open mind  
We respect each other, and the different perspectives we bring  
We treat each other and our clients as equals who we value

### Collaboration and Trust

We work as a team and towards our shared goals  
We trust each other to support and challenge us to be the best  
We trust our colleagues and the expertise and experience they bring  
The decisions we make are equitable and openly communicated