



People and Culture Manager

- People-first culture
- Strong technical expertise
- Mulgrave location

Enjoying a history that extends beyond 125 years, Hawthorn Football Club is a proud, successful and respected member of the Australian Football League, well placed for future success. We live and breathe our values of Dynamic, Open & Honest, Relentless, Respect All and Selfless.

Reporting to the General Manager, People and Culture, we are currently seeking to appoint a dynamic People and Culture Manager with proven technical expertise. An outstanding communicator, you must have the ability to truly partner with the business in order to deliver the best outcomes for our people.

Responsibilities:

- Facilitate an engaging and high performing culture
- Provide timely and accurate advice on HR management activities, policies, practices, conditions of employment, entitlements and related issues to managers and staff, including advice to our external business entities
- Ensure policies and procedures are updated in order to promote best practice and ensure compliance with legislation
- Oversee the end-to-end recruitment and selection process, incorporating position descriptions, advertising, shortlisting and interviewing
- In conjunction with the People and Culture Executive, oversee the onboarding process
- Production of relevant People and Culture reporting
- Oversee OH&S compliance
- Management of employment contracts, position descriptions and salary negotiations
- Act as an expert on employment law and statutory requirements
- Management of Award compliance
- Oversee the annual performance review process
- Coordinate training needs across the club
- In conjunction with managers, manage any performance issues through robust and compliant processes
- Mediate and resolve issues as they arise
- Employee relations and counselling

What we need from you:

- 4+ years working in a HR Manager or equivalent role

- Strong technical HR expertise including an advanced knowledge of the FairWork Act
- Strong knowledge of modern awards
- Outstanding communication skills, both written and verbal
- Strong business partnering skills
- Intermediate to advanced excel skills
- Discretion
- A customer service focussed approach
- Strong presentation skills

In turn we offer:

- An outstanding portfolio of employee benefits: gym and pool use, numerous partner benefits, free parking, circuit training, regular staff events, employee assistance program, birthday leave, plus many more
- A culturally strong environment built on core values
- A family club
- Opportunity to grow through strong professional development programs

A Working with Children Check and Police Check are also a requirement of the role upon commencement of employment. As an employer of an AFL club you must also comply with AFL Rules & Regulations which includes prohibiting employees from gambling on AFL football.

Hawthorn Football Club encourages workplace diversity. Women and applicants with diverse backgrounds are encouraged to apply. We value our commitment to the Traditional Owners and as such, we welcome applications from candidates of Aboriginal and Torres Strait Island descent.

If you believe you are suited to this role, please forward your cover letter and resume to recruitment@hawthornfc.com.au by 24th July 2019