



POSITION DESCRIPTION

Position Title	HR Manager
Position Status	Permanent Full Time
Reports To	Director Strategy and Operations
Department	Operations
Location	Box Hill
Direct Reports	None
Award & Classification	NES
Date Reviewed	22/12/2025
Next Review Date	

POSITION PURPOSE

The Human Resources Manager is responsible for leading, delivering and continuously improving an end-to-end, organisation-wide Human Resources function for Sexual Health Victoria.

As a stand-alone HR Manager role, this position operates with significant autonomy, providing operational leadership, strategic input, and expert advice across all aspects of people and culture.

The role manages all core HR functions including employee relations, workforce planning, HR policy and compliance, performance management, learning and development, organisational culture, employee engagement, and OHS/WHS.

Working closely with the Leadership team, the HR Manager cultivates a positive, safe, inclusive and high-performing organisational culture, ensuring SHV remains an employer of choice in the sector.

SPECIFIC ACCOUNTABILITIES

Include but are not limited to:

<p><u>Strategic People & Culture Leadership</u></p> <ul style="list-style-type: none"> • Develop, implement and monitor SHV’s annual People & Culture Plan, aligning with organisational strategy and Board priorities. • Provide strategic advice to Leadership on workforce trends, organisational design, workforce planning, employee engagement and culture initiatives. • Analyse people metrics and organisational data to inform decision-making and continuous improvement. • Identify emerging people risks (compliance, workforce capability, behaviour, performance) and develop proactive mitigation strategies. 	<p><u>HR Operations & Policy Framework</u></p> <ul style="list-style-type: none"> • Build, implement and maintain contemporary and compliant HR policies, systems and processes that reflect best practice. • Ensure consistent, organisation-wide application of HR procedures including recruitment, performance, leave management, industrial compliance and remuneration. • Lead continuous improvement initiatives that enhance employee experience and HR service delivery. • Ensure all processes meet legal, regulatory and industrial obligations, including relevant modern awards, EBAs and employment legislation.
<p><u>Organisational Culture & Employee Engagement</u></p> <ul style="list-style-type: none"> • Lead initiatives to strengthen organisational culture, psychological safety, equity, diversity and inclusion. • Oversee SHV’s employee engagement approach, including planning, running and analysing engagement surveys and designing follow-up actions. • Partner with the Leadership Team to build leadership capability in fostering healthy team environments. 	<p><u>Employee Relations & Performance Management</u></p> <ul style="list-style-type: none"> • Provide expert advice, coaching and support to managers on all ER matters including performance management, conduct, grievance resolution, capability concerns and workplace conflict. • Manage grievance and dispute resolution processes, including investigations and implementation of outcomes (under guidance of the Director Strategy and Operations where required).

<ul style="list-style-type: none"> Promote SHV's employee value proposition, ensuring consistent messaging and employee experience across the lifecycle. 	<ul style="list-style-type: none"> Ensure fair, transparent, consistent and legally compliant HR practices. Support the Executive during enterprise bargaining, employment contract development, and other industrial processes.
<p><u>Employee Lifecycle Management</u></p> <ul style="list-style-type: none"> Oversee all employee lifecycle activities ensuring timely, accurate and high-quality delivery. Lead recruitment and selection processes, partnering with hiring managers to ensure capability alignment and best practice hiring. Oversee onboarding, induction, probation, contract management, and offboarding processes. Ensure compliance with all credentialing and statutory requirements (WWCC, Police Checks, professional registrations). Maintain employee records and manage archiving in line with legislation. 	<p><u>Learning & Development (L&D)</u></p> <ul style="list-style-type: none"> Lead SHV's L&D strategy, ensuring alignment with organisational capability needs and compliance obligations. Develop and implement annual L&D plans including mandatory training, leadership capability development, and staff development pathways. Support managers to identify capability gaps and design targeted development solutions. Evaluate L&D effectiveness and drive continuous improvement.
<p><u>HR Information System (HRIS) Management</u></p> <ul style="list-style-type: none"> Oversee the management of Employment Hero as the central source of truth for all HR data. Drive process improvement and automation using HRIS functionality. Ensure data accuracy, compliance, reporting capability and system optimisation. 	<p><u>Wellbeing, OHS & WHS Leadership</u></p> <ul style="list-style-type: none"> Lead SHV's OHS/WHS program to ensure a safe, healthy and compliant workplace. Oversee the coordination of the OHS Committee and activities. Coordinate workplace safety audits, risk assessments, incident management and corrective actions. Ensure compliance with OHS/WHS legislation, guidelines, training requirements and reporting obligations. Promote a culture of wellbeing, safety and proactive risk management across the organisation.
<p><u>Stakeholder Engagement</u></p> <ul style="list-style-type: none"> Develop strong and trusted relationships across the organisation. Work closely with external service providers, including the HRIS/LMS vendors, EAP, IR/HR consulting to ensure high-quality HR expertise and support. Build sector networks to ensure SHV benefits from current HR, OHS and workforce best practice. 	<p><u>Other ad-hoc tasks</u></p> <ul style="list-style-type: none"> Participate in ad hoc projects as assigned from time to time

POSITION DIMENSIONS / PERFORMANCE TARGETS

Recruitment processes completed within agreed timeframes (e.g., 4 weeks or role-specific benchmark).	All operational HR processes delivered accurately and on time.
100% compliance with mandatory training, safety requirements and credentialing checks.	Improvement in organisational culture and engagement measures over time.

RELATIONSHIPS

Internal	External
Leadership Team, Managers, OHS Committee and all SHV employees	Professional service providers, Employee Assistance Program, External HR legal and/or consulting services, LMS and HRIS providers, Unions

EXPERIENCE / QUALIFICATIONS

Experience	Qualifications
Demonstrated experience in a senior HR generalist or HR Manager role.	Relevant tertiary qualifications in Human Resources or related discipline.
Expertise in managing complex employee relations, performance management, and workforce capability matters.	Experience leading OHS/WHS activities and organisational wellbeing initiatives.
Experience developing or supporting L&D frameworks and capability development.	Strong stakeholder engagement and influencing skills at all levels.
Strong HRIS capability (Employment Hero highly regarded).	Required: Valid national police check and Working with Children Check
Experience in the Health, Education/Training or Community Service Sectors (desirable)	

SKILLS

Strategic HR and operational delivery capability	Strong influencing, coaching and interpersonal skills
High attention to detail and sound judgement	Ability to manage competing priorities in a stand-alone role
Analytical and problem-solving skills	Strong capability with HRIS platforms and Microsoft Office suite

KEY LEADERSHIP COMPETENCIES

Strategic Thinking and Decision-Making	Stakeholder Influence
Building Organisational Capability	Continuous Improvement
Leading Culture, Inclusion and Engagement	Communication and Collaboration
Ethical and Professional Conduct	Adaptability and Learning Orientation

NOTES

- Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive. The company may require you to undertake additional responsibilities or work in other areas to those outlined in this position description subject to business requirements and your skills and competencies.
- *Diversity & Equal Opportunity*
SHV is committed to providing respectful, inclusive services and work environments where all individuals feel accepted, safe, affirmed and celebrated. With our commitment to embracing diversity and eliminating all forms of discrimination in the provision of reproductive and sexual health services, we welcome all people irrespective of cultural or linguistic background, sexual orientation, gender identity, intersex status, religion or spiritual beliefs, socio economic status, age or abilities.
- A statutory requirement of every role requires that you ensure awareness and compliance with all legislation that impacts your work area, i.e. Work, Health & Safety.
- You must ensure that:
 - all activities are conducted in accordance with relevant Company policies, procedures and practices;
 - uphold ethical standards and values and act with honesty, integrity and good faith at all times;
 - ensure that you act in ways that advance the organisation's objectives, values and reputation

Manager Signature: _____

Date: ____/____/____

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description.

Signed: _____

Date: ____/____/____