



POSITION DESCRIPTION

TITLE	People Advisor
REPORTING TO	Director of Finance and IT
LOCATION	The Commons QV, hybrid
CLASSIFICATION	3
EMPLOYMENT DETAILS/HOURS	Full time

Introduction

WaterAid's vision is of a world where everyone has access to safe water and sanitation. Our mission is to transform lives by improving access to safe water, sanitation and hygiene (WASH) in the world's poorest communities. WaterAid works with partners to maximise its impacts for policy change/influence.

WaterAid works through supporting local organisations and government authorities to design and demonstrate appropriate and sustainable WASH programs. WaterAid also seeks to influence policy change through government and other key sector actors to secure and protect the right of poor people to safe, affordable water and sanitation services.

Everything we do is shaped by our six values:

- Integrity
- Respect
- Collaboration
- Courage
- Accountability
- Innovation

WaterAid is a child safe organisation. We recognise that we must meet community expectations and the trust placed in our personnel to maintain the highest standards of conduct with children. Therefore, all positions within WaterAid are required to comply with our Child Safeguarding Policy and Code of Conduct.

WaterAid is committed to protection from sexual exploitation and abuse in everything we do. The values and standards we uphold are highlighted in our Global Code of Conduct. All positions within WaterAid are required to comply with our Global Code of Conduct.

WaterAid passionately believes everyone in the organisation has a role to play in innovation, encourages curiosity about the world and empowering everyone to take action. We recognise that both big and small changes can have positive impacts on our roles, our team and our mission.

Position Summary

In this autonomous HR role, reporting to the Director of Finance and IT, you will support managers to ensure best people practices are implemented and followed at WaterAid in line with our People Strategy and broader organisational strategy, supporting all employee lifecycle activities. Working closely with the Melbourne team and people team globally, you will focus on the foundational basics of constructive conversations, ensuring that we are living our values and progressing themes important to us such as diversity, safeguarding and learning

You will be supported by the Finance & IT Teams and the Executive Assistant. You will also collaborate with the CE, people representatives in Country Programs (CP), the People Team in WaterAid UK and the Global People Team.

Key Performance Areas/Accountabilities

- 1. Lead the delivery of people and organisational development plans, and support managers in the implementation of these plans:**
 - Lead the delivery of a people and organisational development plan which supports delivery of our ambitious strategy.
 - Recommend suitable learning methods and develop an annual learning and development plan, supported by learning initiatives from the global people team.
 - Support managers in identifying and maximising potential and drive development through succession planning and individual development planning to meet our skills and capability needs.
- 2. Provide support to the SMT and people managers to enhance our people management processes:**
 - Embed and role-model a strong performance management culture and processes. Support staff and managers in agreeing on SMART appraisal objectives, holding honest conversations, delivering feedback and recognising success. Hold managers accountable for managing under performance and implementing performance improvement plans where required.
 - Support managers in the recruitment process, including phone screening, interviewing candidates and reference checking
 - Use appropriate, effective and creative recruitment and selection approaches.
 - Ensure new and transitioning employees and volunteers receive a planned, effective and timely induction and exit, and coach managers on their role in delivering this.
 - Support the facilitation of quarterly People Manager meetings with the Chief Executive.
- 3. Bring HR expertise to diagnose the change requirements across structure, people, skills and ways of working.**
 - Provide specialist advice and instruction to managers on employee relations issues (i.e. disciplinary, grievance,) in line with People Policy, Global WaterAid policies and statutory legislation, working with legal providers as needed.
 - Give accurate and appropriate advice, training and support to managers to recognise, respect and enable diversity and inclusion.
 - Facilitate a Community of Practice with HR leads in Country Programs.
- 4. Systems, processes, safeguarding and staff engagement**
 - Manage and continuously improve WAAus reward ensuring an appropriate mix of pay, benefits and non-pay rewards in line with WaterAid's reward principles and national legislation. Contribute to reward benchmarking and coach managers in

talking to employees about total reward. Ensure payroll and reward is delivered and communicated effectively.

- Foster high levels of employee engagement, including staff participation in the Global Employee Engagement survey (GEES) and line manager capability, activating GEES action plans. Support Pulse Survey data analysis as required.
- Act as a Safeguarding focal point representative working closely with the Safeguarding Committee and within the Global Safeguarding Framework to build on best practices in this area, continue to build awareness around our processes, industry standards, channels of reporting and resolution mechanism.
- Administer the Employee Assistance Program, Organise Staff Days and Discover WaterAid (induction) sessions.
- Develop and maintain all people policies, processes and administration in line with current statutory legislation and WaterAid global policies (i.e. employment contracts, starters, leavers and change processes) and standards.
- Administer the internal web-based PeoplePlace management system.
- Ensure key officers are in place and have the support needed (fire warden, OHS, EEO, Environmental Officer etc).
- Seek guidance from the Global Security Manager to implement effective security processes and behaviours.
- Collate and accurately analyse people data and metrics for use within the Country Program and organisational wide people reporting through out designated systems Build on innovative practices around data and analytics sharing.
- Engage with the wider Global People team sharing learning and resources across the network.

Qualification, Skills & Attributes (Key Capabilities/Selection Criteria)

Essential	
Knowledge, skills and experience	<ol style="list-style-type: none"> 1. Significant HR operational experience within a team environment. Demonstrated experience handling responsibility for recruitment, employee relations, reward, performance management, policy design and processes and learning and development. 2. Strong knowledge of HR best practice and innovative new practices focused on strengthening organisational culture. 3. Demonstrated competency in interpreting and applying statutory employment legislation. 4. Excellent written and verbal communication skills and relationship building skills with ability to collaborate and build professional relationships. 5. A proven team player with ability to plan own work, manage competing priorities and work under pressure when required. 6. Demonstrated experience in Training and Facilitation. 7. Strong IT skills particularly MS Word, Excel and Outlook, with experience of using HR databases, online recruitment tools and Intranets. 8. Analytical thinking and numeracy skills, to produce and distil accurate information and reports.

Education	1. Professional HR and/or related qualification
Personal qualities	<ol style="list-style-type: none"> 1. Commitment to WaterAid' values and standards of safety of children and protection from sexual exploitation and abuse in all our activities 2. Demonstrate an understanding of gender equality and women's empowerment including ethnic diversity and cultural sensitivity 3. Demonstrated commitment to innovation and continuous improvement
Desirable	
	<ul style="list-style-type: none"> • Organisation design and development • Performance management • Change management • Skills capacity building • Team building • Leadership development

Physical Environment and Demands

Ergonomic work stations within an open plan office, standing desks, recreational area and flexible work environment.

Level of contact with children

Minimum