POSITION DESCRIPTION

People and Culture Advisor

ReadyTech (ASX:RDY) exists to help communities thrive, and ReadyTechers flourish on making that change happen.

They enjoy taking on challenges that matter to our customers, communities, and the world – and working to solve them with incredible technology that helps navigate complexity, while also delivering meaningful outcomes.

ReadyTechers are enterprising, and hungry to make a difference. But, more than ever, ReadyTechers are *ready for anything*.

POSITION DESCRIPTION

Title	People and Culture Advisor	Location	Sydney
Report to	Chief People Officer	Direct report(s)	n/a

The purpose of this role

As our People and Culture function grows, we are looking for a People and Culture Advisor to join our fantastic HR team.

If you are passionate about being part of a growth story, have a strong operational application of HR principles, love a role where there is a real opportunity to move the dial, apply your strong expertise of HR principles in a practical and pragmatic way and want a dynamic role with the opportunity to learn and grow, we would love to hear from you.

The key accountabilities of the role

- **HR Advisory:** use strong knowledge of Australian employment legislation and be able to offer sound advice regarding Award & Award interpretation, understand key areas of HR legislation, Occupational Health & Safety requirements, and use this knowledge to apply best practice HR advice and influence People & Culture policy and procedures.
- **Leadership Coaching & Development:** Proven skills in coaching line leaders across a range of HR topics which include Recruitment & Onboarding, Employee Relations, Performance Management and general leadership development
- **Recruitment & Retention Support:** Support resourcing and recruitment efforts, providing leadership guidance and coaching to business leaders in effective performance development activities and processes to maximise employee effectiveness
- **Operational Executions:** partner with segment leadership to ensure Segment Strategy is underpinned with a fit for purpose segment people strategy aligned to the overall Company and Functional Strategy.
- **Effective Resource Planning** Work with the CPO to Identify future functional capability needs, which include building succession plans for the Segment, deploying capability programs, coaching for performance, and managing people-related change.
- **Functional Effectiveness** Support the CPO on initiatives and projects that underpin the deliery of the People Strategy

The key responsibilities of the role

- Proactively manage employee issues; building out your knowledge of Australian employment legislation, performance management and other disciplinary procedures.
- Foster strong relationships and delivers high quality HR support and advice across the business, and ensure that advice aligns with broader organisational goals and strategies

- Provide guidance to line managers in relation to the interpretation and application of HR Policies and Procedures
- Assist with the integration process of acquired companies, establishing strong relationships, smooth transitions and alignment with the company's culture and processes.
- Support Hiring Managers and teams to recruit, retain and onboard fantastic ReadyTech talent.
- Provide guidance on Workforce planning and Succession Planning, supporting the annual Talent Management & Succession Planning process with line managers
- performance management, Employee Relations, Conflict Resolution and Grievance processes

The ideal candidate will have these:

1. Skills	
	• The ability to communicate effectively with both internal and external stakeholders. fostering a culture of transparency and building trust by encouraging open dialogue at all levels.
	• Demonstrated experience in the provision of professional, accurate, timely advice and support to managers and employees in all people management and workplace relation matters, including end-to-end case management.
	• A trusted business partner that can build strong relationships, engage with confidence and influence to achieve key business outcomes.
	• Demonstrated experience in leading and participating in project groups to support the successful outcomes of people management and workplace relations initiatives.
	• Well-developed communication (written, verbal and listening) and interpersonal skills to develop effective relationships, provide advice, support and coaching to managers, supervisors and employees and prepare effective contracts and documentation.
	• You're a self-starter with a passion: You're enthusiastic with a desire to make a difference. You take initiative and see projects through with dedication.
	• Strong stakeholder focus with the ability and inclination to solve problems and ensure that the needs of the business and of employees are carefully considered and balanced.
	• You are organized and resourceful with strong organizational skills and time management skills, effectively prioritising work
	• Strong attention to detail and outcomes focused – doesn't let process get in the way of progress
	• The ability to think critically and solve problems efficiently, whether it is resolving conflicts between employees or helping to develop new processes to improve efficiency.
	• Enjoy working in a fast-paced and ever-changing environment, adapting quickly to new situations and finding creative solutions to problems.
	• High level of learning agility
	• A practical and pragmatic approach

	• Tech-savvy, with high learning agility • Eager to learn, develop and be open to change • Proficiency in MS Office and HRIS databases
2. Knowledge	• Knowledge of the employee lifecycle and general HR processes, policies, and procedures • Understanding and practical application of Australian employment legislation and instruments • Australian HR qualification would be advantageous
3. Experience	• 3+ years in a similar role • Strong foundations in practical HR application • Exposure to various HR process improvement projects • Worked in scaling/founder/start-up tech company (Desirable) • Using HR systems such as an ATS or HRIS