Position:          HR Governance and Operations Manager
Responsible To:  Chief Executive Officer, Volunteering Australia
Hours of Work:   Part-time, 25 hours per week (negotiable)
Salary:          $116,327 (Full-time equivalent, to be prorated based on hours) + super
Employment Type: Fixed-term 12-month position with the potential to move to permanent.

Overview of Organisation
Volunteering Australia (VA) is the national peak body for volunteering working to advance volunteering in the Australian community. Our mission is to lead, strengthen, and celebrate volunteering in Australia.

Overview of the Position
The HR Governance and Operations Manager sits on the VA Executive Team and is responsible for overseeing, and providing strategic guidance on, the organisation’s governance, planning, human resources, IT and stakeholder engagement systems, policies and procedures. The role will involve line management of the Human Resource and Operations Officer, and the Secretariat and Administrative Support Officer.

Reporting directly to the CEO, this role will work to advance VA’s vision, mission, and objectives. The HR Governance and Operations Manager will need to have strong stakeholder engagement and strategic planning competencies, as well as a thorough understanding of project management best-practice principles and a commitment to ongoing learning.

Duties:

- Work in partnership with the CEO and other members of the VA Executive Team, VA staff and the Board to contribute to and manage the strategic plan, annual operating plans and work plans, and the development of detailed monitoring and performance reports.
- Provide guidance to the VA Board and VA Executive team on best-practice and fit-for-purpose business processes, policies, and systems.
- Ensure VA complies with its legal and statutory obligations.
- Oversee human resources including managing policies and processes, workforce planning, providing advice and ensuring adherence to legislative provisions including WHS.
- Oversee IT systems including acting as the system administrator, undertaking risk management and business continuity planning.
- Oversee VA’s secretariat support function for the Board, committees and working groups.
• Report on and follow up decisions and actions arising from board and committee meetings.
• Manage key stakeholder relationships including with VA’s core partners and oversee inquiries from stakeholders and the general public.
• Actively seek to understand, represent, and support VA’s strategic direction and organisation position to all stakeholders, internally and externally.

Selection Criteria:

• Strong human resource management, risk management and business development experience and expertise.
• Demonstrated experience in strategic thinking and planning, being able to translate this into action.
• A strong awareness of governance and statutory compliance requirements.
• Proven ability to lead and support organisational objectives through working collaboratively as part of a team.
• Demonstrated ability to manage a team.
• Superior communication and influencing skills, including the ability to represent the organisation to its stakeholders, communicate complexity effectively and inspire and build consensus amongst competing perspectives.
• Proven ability to develop and maintain ongoing stakeholder and partnership relationships.
• Proficient in the use of digital platforms and Microsoft Office applications
• Tertiary qualifications in related discipline.

Please note all staff at Volunteering Australia are required to complete a Working with Vulnerable People, and Police Check prior to employment. This will be organised by Volunteering Australia for the successful incumbent. To obtain a copy of our policy, or to have a confidential discussion about any concerns you may have, please contact hr@volunteeringaustralia.org.

Benefits and How to Apply

In return, you will join a highly collaborative and enthusiastic team which aims to model best-practice. At VA we support our staff to achieve their best, and this includes recognising not everyone wants to work the standard 9am to 5pm in the office. We are able to offer flexibility on working hours and support hybrid and remote working.

Following an extensive strategic and workforce planning process, this role may become a permanent role.

To apply for this role, please submit your CV and a cover letter which identifies how you meet the requirements of the role (the selection criteria). This role is available now for an immediate start. As such we will continue to interview shortlisted candidates until the role is filled.

Diversity and Inclusion

At Volunteering Australia equity, diversity, and inclusion is at the core of who we are. We strive to position these values at the forefront of all we do. We are strong advocates for centring diverse voices and believe in the transformative power of volunteering in creating inclusive communities. For additional information, please see here.