



POSITION DESCRIPTION

Job Title: People & Culture Director
Reports to: Chief Operating Officer
Location: Victoria, flexible location, preference for Ballarat or Melbourne. Hybrid work arrangements available

INTRODUCTION

CVA was established in 1982 and now operates across Australia and New Zealand.

We exist to make a difference – Specifically, our purpose is *to strengthen the health of our communities and our ecosystems for mutual benefit* and the difference that we make is the sum of our on-ground and in-community impacts.

Conservation Volunteers are the conservation engagement experts. In Australia, our whole of organisational 2026 goal is to build and activate a national community of 1 million nature stewards who take action for nature in ways that are good for them and good for nature. We achieve this activation and deliver our purpose through five campaigns:

- Greener Cities – Reconnecting people with nature in cities and towns
- Revive – Reducing threats to sensitive aquatic and coastal environments
- Green Links – Repairing habitats for expansion and movement of native wildlife and plants
- Wild Futures – Helping species and places in special need
- Future Stewards – Sharing our skills, knowledge and passion with learners of all ages

SUMMARY STATEMENT

The People & Culture Director is an integral member of the senior leadership team, providing strategic direction regarding workplace culture and developing efficient policies, procedures and systems to administer HR functions in accordance with relevant legislation.

Leading the People & Culture team, the People & Culture Director will facilitate a standard of internal customer service for all areas of the business. The People & Culture Director will require strength and innovation in prevention and intervention strategies to minimise risk and increase people performance, therefore contributing to the overall success of Conservation Volunteers.

The People & Culture Director is responsible for HR functions, payroll processing support, workplace culture and training.

DUTIES

All CV Employees

- Maintain a strong focus on Workplace Health and Safety and actively provide leadership to ensure all operations maintain a strong safety culture
- Increase community awareness of our organisation and its impacts through the promotion of CVA's purpose and our Campaigns and projects
- Work in accordance with CVA Policies & Procedures and the Employee Code of Conduct
- Actively contribute to maintaining team morale & motivation
- Respond within approved procedures in the case of an accident or emergency
- Exhibit high standards of professional and personal behaviour

Safety Management

- Demonstrating commitment to the risk management approach by behaviour, attitude and approach, to all in the workplace that safety is a key priority of the organisation.
- Implementing safety policies and procedures by integrating safety requirements into all operations related to their areas of responsibility.
- Monitoring safety performance and initiating actions to continuously improve safety within their areas of responsibility, including, engaging in effective consultation with all employees.
- Conducting workplace inspections to ensure familiarity with the risks and associated control measures and to assist in identifying training and development opportunities.
- Investigating and reporting on incidents and near misses that occur or are noted at the workplace and provide direct feedback to any person observed to be non-compliant with safety requirements.

People Management

- Apply the Accountable Management System (AMS) in the management of direct reports and/or reports once removed
- Apply the Performance Management Policy and Procedure ensuring timely completion of 1:1s and review processes
- Administer timesheet approval and leave approval in accordance with policy and procedure
- Apply the Recruitment Procedure when recruiting internally and externally
- Follow policy and procedure, and seek guidance from People & Culture in relation to disciplinary action and formal complaints

Finance Management

- Adhere to the Financial Delegation level attached to the role
- Adhere to Corporate Card policy and agreements for Credit Cards, Divipay Cards and Powerpass Cards as and when issued
- Follow the Motor Vehicle policies and procedures when driving CVA vehicles
- Follow the Purchasing and procurement policies and procedures before committing CVA to a financial obligation

Strategic Direction & Planning

- Provide reports to the COO
- As an active member of the senior leadership team, contribute to the strategic planning of the organisation providing HR context and business expertise
- Develop and implement a Workplace Culture Plan that meets the immediate business needs and positions the organisation for future growth
- Align HR practices with organisational requirements in the short and long term including workforce planning
- Align HR practices with relevant legislation and review and amend practices as necessary in accordance with any anticipated changes to legislation
- Develop policies and procedures to support the operations of the business

Leadership

- Provide leadership, management and direction of the People & Culture team
- Provide leadership and support to all CV managers regarding HR related matters
- Actively participate in working groups, meetings and workshops
- Provide conflict resolution, negotiation, mentoring and coaching support to managers
- Establish positive and engaging relationships with managers and employees

HR & Payroll

- Comply with FairWork Australia and Employment NZ legislation
- Facilitate performance management prevention and intervention strategies
- Continuous improvement of systems to support HR and payroll functions
- Manage the Employee Assistance Program
- Manage the employee relations advice services in Australia and New Zealand
- Take a holistic approach through compliance, development, performance and wellbeing of employees
- Train and support employees and managers in policies and procedures relevant to People & Culture
- Assisting in the coordination of information to assist in payroll processing

Training

- Identify training needs across the organisation, identify and implement best solutions to those needs

- Develop and administer training that supports employees in their role
- Support managers to implement and monitor Professional Development plans for eligible employees
- Maximise training resources to support the training and development of employees and managers

Finance

- Develop and manage team budget
- Manage HR information to process payroll for Australia and New Zealand
- Authorise transactions in accordance with procedure and in line with delegation of authority

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- Extensive experience in a senior management role
- Qualifications in Business, Human Resources or other related discipline
- Extensive experience in the application of employment laws in Australia
- Management experience in the not-for-profit sector
- Experience with policy and procedure development, system design and risk management
- National Police Check

DESIRED QUALIFICATIONS & EXPERIENCE

- Experience with conservation or volunteer organisations
- Experience in the application of employment laws in New Zealand
- Leadership experience for a remote, hybrid and geographically diverse workforce
- Experience with LinkedIn Recruiter

KEY PERFORMANCE INDICATORS

- Facilitate the engagement of senior leaders through working groups and consultation
- Implement Workplace Culture Plan initiatives within approved budget and timeframes
- Ensure policies, procedures and systems are updated to reflect legislative requirements and to meet the operational requirements of the business
- Demonstrate leadership within the P&C team and Senior Leadership team
- Manage employee contracts and performance management to minimise risk for CV in Australia and New Zealand

KEY SELECTION CRITERIA

- Demonstrated experience in the management of HR functions
- Demonstrated experience in policy review and development at a management level
- Experience managing a small team in a dynamic environment
- Leadership experience including coaching, training and supporting people managers in the business
- Strategic planning and reporting experience preferably in the not-for-profit sector
- Excellent communication and negotiation skills
- Strong leadership in alignment with organisation values and purpose

RESPONSIBILITY & ACCOUNTABILITY

The People & Culture Director is directly accountable to the COO. Direct reports of the People & Culture Director include HR Coordinator, P&C Coordinator and Training Coordinator.

FINANCIAL DELEGATION AUTHORITY

The People & Culture Director has a Grade 3 financial delegation in the QCC Department.

WORKING CONDITIONS

The position may require domestic and international travel.

Some out of hours work is expected in this role, with Time Off In Lieu (TOIL) available to be taken in accordance with the TOIL policy.

In addition to the starting salary, employer superannuation guarantee, according to current legislation, and 17.5% annual leave loading. A mobile telephone will also be provided for business purposes.

OUR COMMITMENT TO CHILD SAFETY

Our organisation is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. Our organisation is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. Our organisation has robust human resources and recruitment practices for all staff. Our organisations is committed to regularly training and educating our staff on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability. We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.