

Position Title	People Performance Manager
Type	Part time (3 – 4 days per week)
Reporting to	Kim Sullivan (Associate Partner)
Stream	Corporate
Location	Melbourne
Start Date	ASAP
Package	\$ Negotiable depending on experience and skills; plus car parking

ROLE DESCRIPTION

ORIMA Research Pty Ltd is a profit-for-purpose consultancy company that conducts research for Australian and State / Territory Government clients on a range of topics including healthcare and wellbeing, education, environmental assets, policy, sports programs, communications and more.

Our mission is to improve the wellbeing of people by contributing to high quality, evidence-based public policy, public administration, service delivery and management decisions through our market and social research, data analytics and advisory services.

We have offices in Canberra, Melbourne, Sydney and Brisbane and employ over 55 permanent staff as well as a national Aboriginal and Torres Strait Islander Field Force of over 35 casual interviewers.

We are looking for a People Performance Manager to provide positive organisational leadership, work with employees and teams to enhance their performance, effectiveness, motivation, engagement and resilience, and to facilitate a productive, high performance culture within a values-based organisation.

KEY DUTIES / RESPONSIBILITIES

1. RECRUITMENT AND ONBOARDING (Ad hoc recruitment plus Graduate Program and Casual pool)
 - Develop position descriptions with Team Managers and Directors
 - Promote and advertise vacancies (including working with established recruitment agencies)
 - Conduct all aspects of recruitment process (e.g. develop interview questions and skills testing tasks, work with team leaders to screen applicants, conduct interviews, organise and conduct psychometric testing)
 - Facilitate selection decision and process with Team Managers and Directors (including understanding and interpreting psych and skills testing results with the assistance of Psychologist from Chandler Macleod and Team Managers)
 - Provide feedback and support to Team Managers on how best to support new hire
 - Onboarding new hire
2. PROCESS / SYSTEMS REFINEMENT AND DEVELOPMENT
 - Review and improve recruitment processes including marketing activities
 - Review all position descriptions and standardise them
 - Update performance review processes with input from managers and Directors
 - Revamp induction processes
 - Upgrade Grad program / training
 - Identify actions to achieve high performing teams/organisation (e.g. exit interviews, performance reviews, literature review etc)
3. PERFORMANCE REVIEWS
 - Monitor / track KPI progress for individual staff and provide feedback to staff, managers and Directors
 - Assist/coach team managers on how to prepare for and conduct effective staff performance reviews
 - Assist/coach staff member on how to prepare for staff performance reviews
 - Follow up with team managers and staff post review to discuss/develop PD plans and monitor progress/give advice
 - Facilitate conduct of regular performance reviews

4. COACH / MENTOR MANAGERS AND STAFF ACROSS THE ORGANISATION FOR HIGH PERFORMANCE
5. REFINE AND RUN / FACILITATE ORIMA STAFF DEVELOPMENT AND WELLBEING PROGRAMS
 - Positive Leadership Program
 - ORIMA Professional Development Program
 - Lunch & Learn
 - Graduate Training Program
 - Wellbeing Program
6. OTHER
 - Manage the external ORIMA EAP Program
 - Support Directors in various people-related and organisational improvement initiatives

REQUIREMENTS, QUALIFICATIONS AND SKILLS

Residency Status	<ul style="list-style-type: none"> • Australian citizen or a permanent resident
Qualifications	<ul style="list-style-type: none"> • Relevant graduate or postgraduate qualification/s • Desirable but not essential, qualifications in Organisational Psychology and/or Coaching
Technical Skills	<ul style="list-style-type: none"> • Demonstrated experience in driving organisational development to achieve a high performing workforce and reflecting a high performance culture. • Demonstrated experience in coaching and mentoring staff and handling and successfully resolving sensitive employee performance issues. • Creativity in developing options and problem-solving organisational issues. • Demonstrated skills in delivering HR related projects and initiatives. • Highly developed verbal and written communication skills. • Ability to partner and consult with senior management to align people initiatives to business needs. • High level negotiation and influencing skills with the capacity to develop strong working relationships at all levels of an organisation and capability to provide strategic advice. • Ability to maintain ethical standards, showing discretion on sensitive matters and maintaining confidentiality.
Personal Attributes	<ul style="list-style-type: none"> • Progressive leadership: You are a forward thinking and authentic leader who leads by example. • Commitment to performance and quality: You honour our organisational vision, mission and values, and constantly strive for excellence in service delivery and advancing our organisation's performance. • Ethics: You demonstrate a core commitment to act with fairness, integrity and transparency in serving the best interests of all stakeholders. • Professionalism: You are a dedicated professional who respects and collaborates with others and is fully accountable for your actions. • Continuous improvement: You are committed to learning, growing and developing your technical expertise and knowledge based on scientific literature and industry best practice.

HOW TO APPLY

Please email your application to recruitmentbytcr@gmail.com

Your application comprises:

1. CV
2. Academic records (including transcripts of tertiary qualification/s)
3. Cover letter (of no more than 5 pages) addressing the key job requirements

Our recruitment process is as follows:

- Stage 1: First interview
- Stage 2: Psychometric testing followed by second interview
- Stage 3: Final interview

Please contact Liz Duniec (Director) on 03 9526 9000 or via email (hr@orima.com) if you have any questions.