



## PEOPLE & CULTURE MANAGER

### About the Job

The People & Culture Manager is responsible for providing human resources leadership and quality human resources services across the organisation; you will positively influence, advise and operationalise the various facets of human resources.

This role is offered as a full-time fixed term for 2 years.

### About You

You will be a proactive self-starter with highly developed interpersonal skills and a proven ability to build respectful working relationships with stakeholders from diverse backgrounds. You will have a minimum of 5 years experience in a workplace relations/human resources environment and be capable of applying your knowledge and experience with broad human resource practices, to lead the provision of people and culture services across the organisation.

You will hold or be working towards a tertiary degree in Human Resources or related discipline.

### About the NCIE

The National Centre of Indigenous Excellence Ltd (NCIE) is a not-for-profit social enterprise. We build capabilities and create opportunities for young Aboriginal and Torres Strait Islander peoples by delivering life-changing programs from our heritage-listed facilities in Redfern. The NCIE offers:

- Attractive salary packaging
- Free on-site gym & pool membership
- Our values are Excellence, Inclusiveness, Integrity and Growth

### To Apply

Submit your CV, a Statement Against Selection Criteria and cover letter to executive.assistant@ncie.org.au. Please state the job title "People & Culture Manager" in the subject of your email.

**Enquiries:** Clare McHugh, Chief Executive Officer at executive.assistant@ncie.org.au.

**Closing date for applications is by close of business, Friday 5 October 2018.**

**Aboriginal and Torres Strait Islander people are strongly encouraged to apply.**

## OUR VALUES

VALUES	Demonstrated commitment to NCIE values and philosophy, and capacity to engage with the broader community in living these values
<b>Excellence</b>	<ul style="list-style-type: none"> <li>• Striving to realise potential</li> <li>• Consistently achieves clearly defined goals and objectives to a high standard</li> <li>• Aims to achieve optimal results, always working to the best of their ability</li> <li>• Strives to improve work-processes for themselves and their team;</li> <li>• Adopts a positive, can-do attitude</li> <li>• Provides quality customer service to all stakeholders</li> </ul>
<b>Inclusiveness</b>	<ul style="list-style-type: none"> <li>• Valuing individual differences and diversity</li> <li>• Actively listens and genuinely seeks different perspectives in problem solving</li> <li>• Supports fair treatment and equal opportunity, living those values in interactions with fellow colleagues and peers</li> <li>• Able to contribute to team discussions and debates constructively</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Behaving ethically and pursuing rigorous intellectual positions</li> <li>• Is viewed by colleagues as a reliable and trustworthy staff member</li> <li>• Presents accurate information in an appropriate and timely manner</li> <li>• Demonstrates initiative and provides effective suggestions and solutions to problems</li> </ul>
<b>Growth</b>	<ul style="list-style-type: none"> <li>• Motivated to develop personally and professionally</li> <li>• Keen to grow level of personal positive impact</li> <li>• Eager to adapt to growth and development of the organisation</li> </ul>

