



POSITION DESCRIPTION

Name:	
Job title:	People, Culture and Training Manager
Reporting to:	Operations Manager
Salary:	Refer to Employment Agreement
Hours:	Full Time
Location:	5/8 Fisher Square, Fisher ACT 2611. Travel around Canberra region

OBJECTIVE OF THE POSITION

The People, Culture and Training Manager will take the lead to develop and implement our people, culture and training strategy. Developing and supporting our team and providing human resources knowledge and assistance to the management team will be at the forefront. The role will be responsible for development and creation of a qualification and training system.

KEY RESPONSIBILITIES AND DUTIES

The primary responsibilities of the People, Culture and Training Manager are:

- People, Culture and Training Strategy
- Recruitment and Talent Acquisition
- Online training and qualification development
- Team Training and Development
- Human resources policy and processes
- Communication with training stakeholders
- Other tasks as required

QUALIFICATIONS AND REQUIREMENTS

Essential	Desirable
Cert IV in Training and Assessment Experience in development of online training or equivalent WWVP card	Proficiency in Kajabi Proficiency in Trainual Familiarity with Australian Core Skills Framework (ACSF) Diploma in Human Resources or relevant experience

KEY COMPETENCIES OF THE ROLE AND PERFORMANCE GOALS

Key Responsibilities	Duties of the role	Competencies sought	Must have or optional
<ul style="list-style-type: none"> • People, Culture and Training Strategy 	Develop a Pups4Fun People, Culture and Training strategy	<p>Build a People, Culture and Training strategy based on best practice standards and relevant legislation</p> <p>Develop the PCT strategy to fit within Pups4Fun vision and mission</p>	<p>Must have</p> <p>Must have</p>
<ul style="list-style-type: none"> • People, Culture and Training Strategy 	Implement the People, Culture and Training strategy	<p>Implement the PCT strategy in line with Pups4Fun mission and vision</p> <p>Integrate the PCT strategy into Pups4Fun's operational structure</p>	<p>Must have</p> <p>Must have</p>
<ul style="list-style-type: none"> • Recruitment and Talent Acquisition 	Develop recruitment and talent acquisition strategies	<p>Develop and implement a recruitment strategy based on Pups4Fun requirements</p> <p>Maintain an understanding of best practice and recruitment trends</p> <p>Develop guidelines and strategies for talent acquisition within industry</p>	<p>Must have</p> <p>Must have</p> <p>Must have</p>
<ul style="list-style-type: none"> • Recruitment and Talent Acquisition 	Perform recruitment tasks	Perform recruitment for positions within Pups4Fun with Operations Manager and/or Operations Supervisors	Must have
<ul style="list-style-type: none"> • Recruitment and Talent Acquisition 	Maintain relevant recruitment documents and records	Maintain and develop position descriptions, job advertisements and recruitment correspondence	Must have
<ul style="list-style-type: none"> • Online Training and Qualification Development 	Develop a Pups4Fun training qualification framework	Utilise ACSF and workplace competencies to develop a training qualification framework for Pups4Fun	Must have
<ul style="list-style-type: none"> • Online Training and Qualification Development 	Develop online training modules and programs based on training framework	<p>Utilise training team and content creator to develop online training modules</p> <p>Use Kajabi to put together modules of training for public/internal use</p>	Professional Development provided
<ul style="list-style-type: none"> • Team Member Training and Development 	Develop and maintain business wide training programs and sessions	<p>Ability to identify and maintain/create training programs and platforms for all Pups4Fun service areas</p> <p>Ability to organise and/or perform staff training sessions based on feedback from Team Leaders regarding training requirements or developing trends</p>	<p>Professional Development provided</p> <p>Professional Development provided</p>
<ul style="list-style-type: none"> • Team Member Training and Development 	Provide development opportunities and training	Ability to determine training needs and career	Must have

		development opportunities of all team members	
<ul style="list-style-type: none"> Team Member Training and Development 	Assist Team Leaders with performance feedback and management	<p>Ability to determine and perform performance management strategies</p> <p>Understanding of HRM requirements regarding performance management</p>	<p>Must have</p> <p>Professional development provided</p>
<ul style="list-style-type: none"> Human Resources Policy and Processes 	Develop and maintain HR policy and procedures	<p>Develop and maintain HR policy and procedures according to legislative requirements</p> <p>Maintain HR policy and procedures and ensure accessible via Pups4Fun systems</p>	<p>Must have</p> <p>Must have</p>
<ul style="list-style-type: none"> Human Resources Policy and Processes 	Provide operational HR support to the business	<p>Perform payroll administration duties for team</p> <p>Provide advice on conditions of employment, entitlements and other related issues</p> <p>Administer Pups4Fun EAP and staff recognition programs</p>	<p>Must have</p> <p>Must have</p> <p>Must have</p>
<ul style="list-style-type: none"> Communication with Training Stakeholders 	Coordinate Australian School Based Apprenticeships (ASBA)	Coordinate ASBA students and work with Training Providers regarding requirements	Must have
<ul style="list-style-type: none"> Communication with Training Stakeholders 	Coordinate school based work experience program	Coordinate school based work experience students program	Must have
<ul style="list-style-type: none"> Communication with Training Stakeholders 	Maintain relationships with external stakeholders	<p>Maintain and develop relationships with external training providers and Skills Canberra</p> <p>Develop and maintain relationships with other external training stakeholders</p>	<p>Must have</p> <p>Must have</p>
<ul style="list-style-type: none"> Any other tasks as required 	Other duties as required	Ability to take direction and complete tasks as required	Must have

EXPERIENCE AND SKILLS

Essential	Desirable
Experience in building and motivating teams	Ability to develop knowledge around dog training and Pups4Fun services
Leadership and change management experience	
Well developed verbal and written communication skills	

