

# Position Vacancy

## People and Culture Advisor



May 2023

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The People and Culture team are expanding and are now seeking a P&C Advisor to provide “hands on” support to the business in all areas of human resources. With a focus on general advisory, recruitment and resourcing you’ll support Foodbank Victoria management and employees to achieve our vision of healthy food for all.

### Why Foodbank:

We’ve been putting meals on the table for vulnerable Victorians since 1930. Meeting them where they are, on their terms, with solutions they need. Not only do we provide food to over 450 charities so they can feed their communities, but our direct distribution of free food is growing at a fast rate. From our 18-metre supermarket on a bus and Farms to Families fresh food regional markets, to our School Breakfast Club Program which now services over 1,000 Victorian schools, our coverage is expanding.

### Why we’re right for you

You’ll join a passionate and creative team based in Yarraville, Melbourne where the village vibe, art deco dwellings and coffee culture are legendary. Our mission is critical, our vision is bold, and our marketing plans are ambitious. You know that cliché ‘no two days are the same’? Ours is more like ‘no two hours are the same.’

### What you’ll do:

- Provide generalist human resource advice, support and coaching as required.
- Proactively meet with managers to anticipate and address people issues as they arise.
- Provide advice to managers on policies and processes.
- Support the organisation with recruitment of new employees, organisational development and other HR initiatives.
- Prepare position descriptions and employment contracts.
- Review employment and working conditions to ensure legal compliance and update policy and process as necessary.
- Advise management on pay and other remuneration issues, including promotion and benefits, in line with the Collective Agreement and the Fair Work Act.
- Using your strong administration and exceptional attention to detail to prepare and update HR documents including contracts of employment, contract variations, and position descriptions.
- Maintaining employee records and files in accordance with policy and legal requirements.
- Organising employee engagement activities, including events and celebrations.
- Assisting with onboarding activities including induction meetings and preparing g onboarding documents.
- Managing the team’s Sharepoint pages and digital platforms by writing and maintain engaging P&C related content.

### Why you’re right for us:

- You want to be a part of a brand that’s been around for over 90 years, and genuinely share our passion for our vision of healthy food for all.
- Able to live and breathe our values of empowerment, accountability, integrity, respect, diversity and equality.

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- A positive attitude, great initiative and the ability to hit the ground running!
- Confident liaising with people at all levels in an engaging, friendly and approachable manner.
- Strong understanding of employment legislation and remuneration frameworks, with previous experience working with Enterprise Agreements.
- Organizational and time-management abilities.
- Excellent verbal and written communication and interpersonal skills.
- Problem-solving and decision-making aptitude.
- Strong ethics.
- Professional Membership of AHRI highly regarded.

### We can offer you:

- Access to salary packaging benefits to increase your take home pay
- Staff satisfaction rates above 80%
- An organisation focused on employee wellbeing
- Supportive team environment that embraces change and innovation

### Keen to apply?

- Please review the Position Description on our website in the 'Careers' section at [www.foodbankvictoria.org.au](http://www.foodbankvictoria.org.au) and get to know us before you apply.
- Email your application to [employment@foodbankvictoria.org.au](mailto:employment@foodbankvictoria.org.au)
- Applications to include an up-to-date resume and cover letter