



POSITION DESCRIPTION

INSPIRING A LIFELONG LOVE OF NETBALL.



Position Title:	People & Capability Manager		
Department:	Business Services	Reports to:	Chief Operating Officer
Location/s:	Netball Victoria State Netball Centre 10 Brens Drive, Parkville 3052	Direct Reports:	People & Capability Coordinator
Classification:	Manager	Position Type:	Full Time

+ Being Part of Netball Victoria

Netball Victoria is a not-for-profit, member-based organisation and the peak body for netball in Victoria, affiliated with Netball Australia and governed by a volunteer Board.

Our purpose is to improve people's lives through netball. We live our values of 'We empower each other', 'We strive to go beyond existing barriers', and 'We are leaders'—guiding how we work individually and together.

The Executive Team includes the CEO, COO and General Managers across areas such as High Performance, Community, Commercial, Stakeholder Relations, Business Services, Member Services and People and Capability.

Working Conditions

Office hours: Monday to Friday, 9:00am – 5:00pm

Hybrid work environment (office and home)

Staff are employed under the terms outlined in their contracts

Due to the nature of this role in sport, after hours and weekend availability is essential

+ Commitment to Safeguarding Children & Young People

Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. Netball Victoria is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.

+ Diversity and Inclusion

We are proud to be an equal opportunity employer, embracing diversity in all forms. We encourage applications from individuals of all backgrounds, including First Nations and Torres Strait Islander peoples, culturally and linguistically diverse individuals, and the LGBTQ+ community. At Netball Victoria, we embrace diversity in gender, age, ethnicity, disability, religion, and sexual orientation. We are committed to providing a safe environment for children across Netball.

+ Position Overview

The People & Culture Manager plays a leadership role in driving strategic, operational, and tactical HR solutions that align with and support Netball Victoria's Strategic and Operational Plans. As a trusted advisor to the executive team, this role ensures that people and culture remain at the forefront of decision-making, fostering an engaged, high-performing, and values-driven workplace.

This position is integral to building a strong organisational culture, embedding best-practice HR strategies, and ensuring compliance with workplace legislation, risk management, and OH&S obligations.

+ Key Responsibilities	
Legislation & Compliance	<p>Design, develop and implement HR policies, systems, and processes to deliver the NV Strategic and HR Operational plans across the following key focus areas of:</p> <ul style="list-style-type: none">• Legislation and Compliance• Performance Management• OH&S Compliance• Build tools, guidelines, and other resources that support key initiatives.
Recruitment, Retention & Recognition	<ul style="list-style-type: none">• Implement and ensure compliance with HR policies and practices including Awards and other relevant legislation.• Oversee the recruitment processes and support staff through the process to ensure a best practice experience. Recruit candidates aligned with NV values.• Prepare employment contracts which outline terms, conditions, and benefits.• Deliver the induction process for new employees.• Drive the Performance Management process to ensure there is a clear and consistent system in place and tools available to create a high-performance culture and organisation.• Develop training, tools and resources to ensure managers are dealing with performance related issues or conflict in a timely manner.• Evolve the rewards and recognition program and ensure it has alignment to NV values. Promote and recognise those whose behaviours align to our values. The What and the How.
Learning and Development	<ul style="list-style-type: none">• Collaborate with all managers to help identify suitable training and development opportunities for staff.• Embed a culture where staff are responsible for driving their own learning and development plans and challenge the status quo.• Identify and source organisation wide, team and/or level-based training and development initiatives.• Support the embedding of NV's Values, Vision and Purpose with appropriate communication and/or training.• Maintain and manage the annual compliance learning program including providing support to directors as required.• Manage the delivery and development of the Go1 online learning platform to maximise opportunities for NV to improve capability and drive efficiencies across HR processes.
Occupational Health & Safety and Risk Management	<ul style="list-style-type: none">• Manage a variety of OH&S requirements ensuring compliance with relevant acts and legislation.• Update key NV policies annually and update/review procedures as required.• Manage work cover claims and return to work programs as required.

Contribute to Workplace Culture	<ul style="list-style-type: none"> • Be committed to, and always displaying behaviours consistent with Netball Victoria's values, which include empowering each other, striving to go beyond existing barriers, and being leaders. • Be open minded and embracing of Netball Victoria employees, communities, and stakeholders. • At all-times contribute to a safe and healthy workplace • Embrace Learning and Development
---------------------------------	--

+ Education and Experience

- Minimum of 5 years relevant experience in Human Resource Management or Business Partnering
- Relevant tertiary qualifications.
- Knowledge and experience in developing HR policies, compliant with Awards, and Industrial Relations.
- Knowledge and experience embedding an effective performance management system into an organisation.
- Demonstrated ability to work autonomously and within a team environment.
- Valid Employee Working with Children Check
- Passion for people and community sport.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.