

Position description

Job title: People and Culture Advisor
Reports to: Chief Executive Officer
Location: Fortitude Valley, Brisbane

Job description

The People and Culture Advisor will work closely with the Executive Team to provide effective and inspiring leadership across the organisation, promoting a culture of integrity and embedding the values of the organisation in all policies and procedures.

Primary purpose

The primary objective of the position is to manage the entire human resources function for a growing team of 30, dispersed across 10 countries.

Relationships

The People and Culture Advisor reports directly to the Chief Executive Officer.

Work environment

Work is primarily sedentary in nature with no special demands required.

Direct / indirect reports

No direct / indirect reports.

Principal responsibilities

1. Lead employee recruitment, retention, remuneration & performance strategy execution.
2. Resource planning/allocation and end-to-end recruitment.
3. Deliver the new employee on-boarding experience to enable new starters to become productive as quickly as possible.
4. Maintain the staff handbook and HR policies and procedures.



5. Coordinate and assist facilitation of team leadership and development training.
6. Support managers to help lead and manage their teams.
7. Build and maintain relationships with universities to enable Cohort to build its brand, recruit graduates and provide work experience opportunities.
8. Coordinate annual staff career advice sessions.
9. Coordinate internal events with support of marketing.
10. Collate culture & people metrics to enable Board and Executive Team reporting.
11. Champion our culture and values.
12. Coordinate other office administrative tasks.

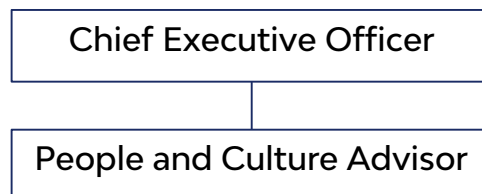
Experience, qualifications and personal attributes

- Qualifications and 5+ years' experience in all areas of HR (strategy, talent management, employee relations, training and development, recruitment).
- Demonstrated ability to live our corporate values.
- Energetic and bubbly with a "get the job done" attitude.
- Be an advocate for people and culture.
- Be a great listener and communicator.
- Have a proven track record in managing and delivering successful HR projects.

Key Performance Indicators (KPI)

KPIs will be developed in conjunction with the incumbent, detailing agreed and quantifiable measures the organisation requires the incumbent to achieve to gauge the work performance and fit within the business.

Organisational context



About Cohort

Recognised for growth and innovation, our platform offers a tailored experience for students, agents and educators, with capabilities to reduce costs, increase choice and improve productivity.

Today, more than 50,000 students from over 180 countries trust Cohort with their international payments and health insurance. And our focus doesn't stop there. We're always working with education agents and institutions to continually seek better ways to connect providers with agents, agents with students and students with their dreams.

We're on a mission to create smarter ways to connect our international education community. Our services are all about supporting the international education community to GO further.

Our team

Represented in over 10 countries, our global workforce is made up of dedicated specialists who are passionate about providing tailored and exceptional service.

As a global workplace, it's our core values that bind us together and shape our behaviour, with the strength to span countries and cultures.

At Cohort, we live and experience our values, always striving to:

- Build and value trust
- Celebrate diversity
- Collaborate and participate
- Exceed expectations
- Be passionate, persistent and proactive