



Terms of Reference

Senior Project Officer (People and Culture)

National Remuneration Framework:¹	Discipline Group B, Job Level 3
Counterparts:	Whole of Prospera and Katalis support across all BT areas, CoE and MST
Work Location:	Jakarta, Indonesia
Reports to:	Chief of Operations
Duration of inputs:	Full-time, 01 March 2023 to 28 February 2024 (with annual extension)
Activity Budget:	MST

Summary of Expertise Required

This position is required work alongside a small team and provide high quality human resources practices and processes to Prospera. You will oversee the entire range of people and culture activities including workforce planning, employment relations and performance management. As the Senior Project Officer for People and Culture, you are responsible for the implementation of strategies to ensure Prospera is a positive, rewarding work environment, enabling it to attract and retain high performing employees. Teamwork, collaboration, communication and exceptional customer service are key focusses, as is a willingness to help in any area to meet Prospera’s objectives. You will create a positive experience for prospective, new and existing employees. As the central People and Culture Officer must consistently model the behaviours and values expected by Prospera.

Scope of Services

Key Duties

- Contribute to a culture of professionalism, teamwork, and passion for economic governance at Prospera through recruiting talented personnel, building staff morale and providing HR support.
- Coordinate all staff culture events (appoint sub-committees and management implementation)
- Manage Prospera’s HR event calendar
- Be brand ambassador for Prospera, and Use social media, job boards, Internet sourcing, networks and other technical means to source candidates for open jobs.
- Oversee BPJS, manpower and other labour law duties requirements and advise accordingly
- Liaise closely with DT Global head of HR in Indonesia
- Liaise closely with Prospera’s communications team to ensure HR events, data and issues are socialized effectively
- Maintain active relationships with all Leads and Supervisors and provide HR advice and support as needed
- Coordinate and oversee smooth running of Prospera’s HR performance system
- Contribute to procurement of health insurance, ensure that all staff are enrolled under Prospera insurance policies and with the National Social Security Agency, and serve as point of contact for any ongoing communication with providers.
- Liaise with the travel person regarding the immigration needs of expat Long-term Advisers (full-time) and Short-term Advisers (consultants) and international staff mobility.
- Undertake other reasonable duties as required.

¹ To be negotiated with the preferred candidate based on skills and experience and within funding limits.



Other Duties

- Coordinate Prospera's talent attraction and exit experiences to ensure they are professional and reflect positively on the organisation
- Ensure Prospera's induction process is effective and differentiated for the variety of employee roles and is rated by employees as a positive experience
- Support staff with appropriate and tailored communications
- Undertake other reasonable duties as required.

Key Attributes

- Proven working experience as HR Generalist
- People oriented and results driven
- Outstanding knowledge of MS Office or google suites & HRIS systems
- Knowledge of HR systems and databases
- Excellent communication and people skills
- In-depth knowledge of labour law and HR best practices

Selection Criteria – Qualifications and Experience

It is expected that the position will meet the following qualifications:

- Undergraduate degree, or associated qualifications combined with relevant practical experience in HR (minimum 8 years), or equivalent combination of education and experience.
- Highly effective interpersonal and communication skills, analytical and conceptual capabilities
- An out-going nature with a warm, welcoming, and disarming personality - someone who loves people engagement, shared people-to-people experiences, and considers themselves as a 'people person'.
- Experience or accreditation in HR management or progress towards accreditation.
- Ability to work autonomously and make judgement calls to achieve required operational Human Resource outcomes
- Demonstrated capacity to implement and maintain employee experience processes
- Demonstrated high level of capability in the use of Microsoft Office suite, as well as working knowledge of a HR database system.
- Strong organisational skills and the ability to set priorities within the context of competing demands.
- Previous experience in an HR role
- Sound knowledge of Indonesian Government HR Regulations and Laws.
- Strong knowledge of PROSPERA work routines, processes, and procedures.
- Well-developed interpersonal and communications skills, including English written language.
- Where required, demonstrated potential to supervise relatively small groups of staff performing administrative or other client support functions



Overview of Prospera

Prospera is a partnership between the Government of Australia’s Department of Foreign Affairs and Trade and the Government of Indonesia’s Coordinating Ministry for Economic Affairs. It aims to foster strong, sustainable, and inclusive economic growth in Indonesia.

Commencing from 1 March 2018, Prospera is a planned five-year investment. The program combines advisers who have extensive knowledge of Indonesia with those who have experience in the Australian public service or emerging markets.

Prospera aims to achieve three outcomes:

- Expanding markets, creating jobs – including building a robust private sector through a sound enabling environment; Growing jobs, capital and technology through trade and investment
- Safeguarding economic and financial stability – including ensuring a strong foundation for growth through balanced macro-financial policy; strengthening financial system integrity through supervision and literacy
- Improving public finances and government performance – including more revenue and better spending through improved policy and systems; improved government performance through data and public integrity bodies

The following standard requirements apply for all Prospera team members:

<p>Confidentiality</p> <p>Due to the sensitivity of much of the information the position will encounter, there is an obligation, pursuant to the contract of engagement to maintain full confidentiality of information and to not disclose this to third parties without the express written approval of PROSPERA. In some cases, a separate confidentiality agreement may be required authorising the review of sensitive material.</p>	<p>Conflict of Interest</p> <p>The team member will use her/his best endeavours to ensure that a situation does not arise which may result in a conflict of interest. Where a conflict of interest or a potential conflict of interest arises in the performance of the obligations under this Terms of Reference, the team member must immediately notify the Chief of Operations</p>
<p>Knowledge and Performance</p> <p>The team member will support PROSPERA’s Knowledge and Performance team through reporting and communication products for knowledge capture and learning purposes. The team member will also support monitoring and evaluation through the supply of high-quality data, participation in data collection methods and case studies that may arise from the inputs.</p>	<p>Diversity and Inclusion</p> <p>PROSPERA recognises the importance of embracing workplace diversity, specifically valuing the unique qualities, attributes, skills, and experience all employees bring to the workplace. PROSPERA is committed to supporting a positive work environment based on respect. These values should be reflected in the function and behaviour of all team members.</p>
<p>Code of Conduct</p> <p>The team member is to conduct themselves in a manner consistent with the <i>Public Service Act 1999</i> (Cth), (including the Australian Public Service Values and Employment Principles, and Code of Conduct) and the employer’s professional standards.</p>	<p>Policy Compliance</p> <p>The team member will work within Department of Foreign Affairs and Trade policy and PROSPERA guidelines on gender, child protection, poverty, the environment, human rights, and governance</p>