

HEAD OF PEOPLE

LOCATION: AUSTRALIA

ABOUT US

Launched in 2014 Covidence is a world leading SAAS platform that enables health and science research teams to rapidly synthesise and uncover actionable insights from the mountains of existing research in the world. We do this by accelerating a research workflow called 'systematic review,' the gold standard for synthesising research evidence. Many of the world's most prestigious and innovative universities and hospitals are Covidence subscribers.

Our mission is to dramatically improve lives by changing the way the world creates and uses knowledge.

WHAT YOU BRING

Our ideal candidate is someone who loves to make a difference; a self-starter who pitches in, enjoys working with a global team and embodies our values: One team, Find a way and Honour Knowledge.

Skills + Qualifications:

- Strong team player with an ability to work collaboratively across all departments
- Strong HR generalist capabilities including strong experience in coaching, consulting, influencing, negotiation skills and problem-solving
- Ability to build strong business partnerships and relationships with a variety of people at all levels
- Flexible, pragmatic approachable to balance, and be sensitive to, the needs of both individuals and the business
- High level of attention to detail, good administrative and organisational skills
- A creative thinker and passionate about creating a great place to work and enhancing the overall employee experience
- Knowledge of People systems and processes, including current employment legislations in Australia and New Zealand. Knowledge of legislation in the United States and United Kingdom is also beneficial
- Excellent communication skills

Attributes:

- Living our values in everything you do
- Experience in startup/technology culture - comfortable with ambiguity and a fast paced environment
- Customer service focused and always striving for win win outcomes
- Highly proactive and always looking for new solutions
- Excellent written and verbal communication skills

THE OPPORTUNITY

The Head of People is responsible for delivering brilliant People outcomes for Covidence. You will be a trusted and influential advisor, providing a high-quality service to the leadership team, managers and employees, enabling their successful delivery of Goals and OKRs and supporting an outstanding employee experience. You will work on a part time basis, remote and fully flexible to support our growing global team. You will report to the Chief Executive Officer, and work closely with the Leadership Team.

You'll play an important role in implementing and embedding various People initiatives across the business and you'll be a champion of Covidence's values, vision and mission. You will be working closely with our Leadership Team to coach, navigate and solve problems, and develop and launch programs that support the success of all employees.

The role has a strong focus on performance reviews and performance coaching, as well as overall engagement. You will also be key in recruiting strong talent and supporting the onboarding experience.

YOU WILL GET TO:

- Assist with global recruitment activities and being a point of contact for agencies where needed
- Proactively partner with the Leadership Team and key stakeholders to provide coaching and advisory services with a focus on performance to enable a high-performance culture
- Proactively coach and work with people leaders across a range of operational and strategic people matters to create high levels of employee engagement, performance and business results in line with our values
- Manage all issues, including ER, with care, sensitivity and an ability to create positive outcomes
- Manage and embed key programs of work (cyclical and once-off) including remuneration benchmarking, performance review cycles, diversity, and compliance activities
- Support managers to identify learning gaps and opportunities, and to develop professional development plans
- Build and develop strong relationships at all levels to create a work environment that promotes Covidence's values, vision and mission
- Develop and implement guidelines, practices, change programs and projects to meet Covidence's growth needs
- Conduct half-yearly engagement surveys, analyse results to highlight areas of opportunity and partner with leaders to create solutions
- Maintain accurate employee documentation and files across relevant people systems.

THE PERKS & BENEFITS

We offer:

- Competitive salaries relevant to your experience level
- Remote team so you can live and work anywhere
- Work week flexibility - FT, PT or explore a flexible arrangement with us that best suits you
- 4 weeks paid leave, and extra paid week off between Christmas and New Years and the option to purchase 3 more weeks pro rata
- Access to wellbeing services & programs
- A knowledge allowance so you keep learning and developing
- Monthly home allowance to set up and run home office

When you join Covidence you are joining a team that cares deeply for what we can build and achieve together. If you are ready to be more than just a cog in the machine; if you are smart, curious, want to create change, and are not scared of getting your hands dirty to make it happen - then this is the place for you.

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