

# People & Culture Executive

**DISSH**

## Encoreship – Job Description

### ABOUT THE ROLE

The People & Culture Executive in the Encoreship program will work alongside our Head of Service, People & Culture. This exciting role will assist in the recruitment process from creating JDs to screening and shortlisting candidates, as well as on boarding of new staff and continued training of current employees. This role will attend and contribute to the weekly HR meetings with leaders in the business. The role will also be focused on establishing and heading the business's culture calendar, creating opportunities for staff to continue to build relationships within the business and celebrate milestones and events. The role will be responsible for the internal staff Instagram channel, communicating any notable changes within the business, collection launches, and celebrating people and achievements. It is all about creating an inspiring & collaborative workplace that we are all proud to be a part of.

<b>Location</b>	Brisbane & Gold Coast
<b>Reports to</b>	Head of Service, People & Culture
<b>RESPONSIBILITIES</b>	<b>MEASUREMENTS</b>
Assisting in the recruitment process from creating Job Descriptions to screening and shortlisting candidates.	Successful recruitment of new team members.
Creating and facilitating the orientation process of new team members.	Successful onboarding of new team members.
Creating and facilitating training programs and ongoing modules for staff to complete.	Staff are armed with the knowledge required and up-to-date on all training modules for their position.
Manage our Staff Style and Ambassador program.	See more staff proudly wearing and sharing DISSH.
Create, plan and facilitate a culture calendar for the business, encouraging staff to build relationships cross-departments and celebrate milestones and events together.	Staff to form strong working relationships and overall promote a great working environment
Manage our internal staff channel, What's On At DISSH.	Staff are across changes in the business, new initiatives and processes, as well as celebrating people and achievements.

### ABOUT YOU

- Great administration, communication and people skills
- A positive attitude and initiative
- Ability to work in a fast-paced environment
- Proactive, efficient and willing to learn
- Great planning, organisation and time management skills
- Excellent written and verbal communication skills
- Self-motivated and a team player
- Keen to learn and work with an exciting growing Australian Fashion Brand

### ABOUT US

As a business owned and run by women, it's at our core to inspire women to empower themselves in all aspects of life. We take pride in creating pieces that make women look and feel amazing. DISSH is DISSH because of the women (that work hard) behind the scenes. With over 100 hardworking team members, who are passionate about our purpose and share our vision and mission for the brand, we are proud to be celebrating our 20th year of DISSH this year. DISSH was born out of the want (and need) to not only empower women, but to give women choices, make them feel good and have the opportunity to grow within a business, with no limitations. We're not afraid of change. We're all about working together and inspiring each other. We work hard, but we have fun and celebrate the wins along the way.