

Corporate Services



Position Description	
Position Title	Manager of People and Culture
Program Location	Head Office
Reports To	Corporate Operations Director
Direct Reports	1
Award	Social, Community, Home Care and Disability Services
Classification	Social and Community Services Employee Level 6
Community Services #1 Capability Level	Level 6
Objective	<p>The primary purpose of this position is to design, implement and evaluate People and Culture frameworks, systems, practices, policies and activities that support CS#1 to have the workforce it needs to deliver strategic HR outcomes.</p> <p>This position delivers work programs that support workforce design and management strategies, maintain and measure CS#1 culture and deliver continuous improvement across people processes and support tools.</p> <p>This position chairs CS#1's Work, Health and Safety Committee and also the Emergency Control Organisation Committee for Head Office.</p>
Key Accountabilities and Capabilities	<p>Manage and evaluate People and Culture frameworks, systems, processes and support tools to deliver CS#1 strategic outcomes. Translate work programs into tasks and activities, project manage HR information system implementation.</p> <p>Lead, mentor, support and guide the People and Culture team to deliver quality services and programs through regular and effective supervision.</p> <p>Partner with managers in workforce design and succession planning, supporting managers to develop and deliver strategies to attract, engage and retain their optimum workforce.</p> <p>Oversee the recruitment program for CS#1's paid and unpaid workforce, and ensure compliance with employment and placement eligibility requirements.</p> <p>Partner with managers in evaluating and managing workforce performance, supporting managers to develop and deliver tailored strategies for performance improvement and strengthening team capability.</p>

	<p>Develop, implement, manage and evaluate WHS systems and processes, including overseeing case management for employee fitness for work.</p> <p>Develop, manage and evaluate an organisational learning and development framework.</p> <p>Develop, manage and evaluate organisational culture programs with a focus on strategic workforce engagement and retention, including the employee assistance program.</p> <p>Oversee CS#1's wellness and employee assistance programs.</p> <p>Manage workforce reporting requirements, including CS#1 Board Reports and WGEA (in conjunction with Finance).</p> <p>Chair and support CS#1's WHS Committee.</p> <p>Chair and support the Head Office ECO Committee.</p> <p>Develop and maintain internal processes that are accountable, clear and effective for the People and Culture team and program, in conjunction with other internal programs and external services.</p> <p>Perform and model risk management principles to work practices and ensure incidents and events are appropriately reported and escalated, including fraud and financial mismanagement.</p> <p>Manage accurate information records, whilst adhering to ethical privacy and confidentiality principles.</p> <p>Represent CS#1's interests through relevant networking opportunities.</p> <p>Perform other duties as directed, commensurate with the skills and expectations of the role.</p>
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Selection Criteria	
<p>Required Qualifications, Skills and Experience</p>	<p>Demonstrated equivalent Advanced Diploma qualifications in relevant fields such as Management and/or Human Resources and a minimum of 3 years' experience in a relevant role.</p> <p>Demonstrated knowledge and experience in implementing employment legislative requirements and contemporary practices.</p> <p>Demonstrated extensive experience in workforce design and workforce management practices, and partnering with diverse business teams to support operational goals and manage team performance.</p> <p>Proven excellent verbal, written and interpersonal communication skills, including communicating with staff of all levels with maintaining a high level of confidentiality and privacy.</p> <p>Demonstrated effective project management skills, including research skills and the ability to develop and implement quality communication products to support delivery of employment program.</p>

	Well-developed team management and organisation skills, including the ability to empower teams to use initiative and prioritise own workload in a busy team environment.
Additional Requirements	A.C.T. Working With Vulnerable People Card

Acceptance	
I understand and accept the duties and responsibilities as outlined in this position description.	<p>Employee:</p> <p>Date:</p>