

Strategy and Innovation



Position Description	
Position Title	Executive Director of People, Culture, Risk and Compliance
Program Location	Head Office Narrabundah
Department	Strategy and Innovation
Reports To	Chief Executive Officer
Direct Reports	3-4
Award	Social, Community, Home Care and Disability Services
Classification	Social and Community Services Employee Level 8
Community Services #1 Capability Level	Level 8
Objective	<p>The primary purpose of this position is to support the Chief Executive Officer to shape all people and culture related activities enabling CS#1 to attract, develop and retain a workforce capable of delivering high quality client services and that is well equipped to support organisational growth opportunities.</p> <p>The position is responsible for delivering outcomes in the areas of: Performance Management and Conduct, Workplace Investigations, Workplace Relations, Learning and Development, Remunerations and Benefits, Recruitment, Wellness & Workplace Health, and Safety. Additional to this to work closely with Risk, Quality and Compliance to ensure legislative and regulatory compliance and support quality improvement initiatives across Community Services #1's services.</p> <p>This position will provide leadership and management to support the People & Culture and Quality and Compliance teams to deliver continuous improvement across all the above areas.</p>
Key Accountabilities and Capabilities	<p>Manage the delivery of people and culture related functions in line with CS#1's strategic and operational priorities.</p> <p>Partner with managers to support the implementation of <i>CS#1's Professional Development and Support Framework</i>.</p> <p>Oversee the implementation of strategic and targeted recruitment function that ensure CS#1 successfully attracts suitably talented and skilled paid and unpaid workforce and ensuring staff and volunteers possess required pre-engagement eligibility requirements.</p>

	<p>Further strengthen CS#1’s Workforce Development initiatives through CS#1’s learning and development function through mandatory compliance training, targeted skills and professional development training and support, and maintaining a focus on existing traineeship and induction and onboarding programs.</p> <p>Assist Managers in resolving employee relation issues by recommending action for sensitive and complex situations and/or conducting effective investigations which adhere to relevant legislation and policy frameworks.</p> <p>Take ownership of all ‘People’ related systems including CS#1’s Human Resource and Learning Management Systems ensuring they support all people and culture service delivery needs and meet senior management and board reporting requirements.</p> <p>Partner with managers in workforce design and succession planning with the aim of developing and delivering strategies to attract, engage and retain an optimum workforce, whilst ensuring professional skill requirements and development are aligned with the evolving program needs.</p> <p>Champion diversity, inclusion and belonging initiatives including as a member of CS#1’s Reconciliation Action Plan (RAP) Working Group.</p> <p>As a key member of the Workplace Health and Safety Committee assist the CEO who is WHS Committee Chair support and maintain robust WHS systems and practices to identify and manager WHS risks.</p> <p>Provide leadership, mentoring, support, and guidance to the People & Culture team members including through regular supervision to support them deliver high quality services.</p> <p>Maintain accurate client information records, whilst adhering to ethical privacy and confidentiality principles.</p> <p>Perform other duties as directed, commensurate with the skills and expectations of the role.</p>
--	--

Selection Criteria	
<p>Required Qualifications, Skills, and Experience</p>	<p>Tertiary qualifications in fields such as Human Resource Management and/or Business Management – and a minimum of 5 years’ experience in Senior Human Resource or management role.</p> <p>Demonstrated extensive knowledge and application of National Employment Legislation, Award Instruments and Regulations.</p> <p>Demonstrated experience project managing solutions-focused, strategic HR outcomes, including shaping, developing, and implementing workforce design and management frameworks.</p> <p>Demonstrated experience in leading investigations, mediating positive outcomes, and supporting the results with clearly written reports that</p>

