

Job Title	Senior Manager People and Culture
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	Classification 7
Position Number	PD50

Primary purpose of the role

Support the development and maintenance of a high performing, innovative culture through delivery of contemporary people and culture service and coaching of managers and leaders

Key accountabilities

- Developing the contribution of the People and Culture team to the organisation's strategic and operational planning so that its long-term people needs are identified and accommodated within its business plans and management decisions.
- Designing and delivering programs and initiatives across the end to end employee lifecycle.
- Ensuring that all capability requirements within the organisation are met through ongoing workforce planning, learning and development programs, recruitment and talent management.
- Coaching, support and advice for managers across the employee lifecycle, including their own professional development.
- Oversee the implementation of policy and practices to ensure compliance with industrial instruments and legislation, including WHS.
- Ensuring staff remuneration and reward practices take account of varying performance levels, internal equity and external salary market rates.
- Part of the Senior Leadership Team reporting to the CEO
- Leading a small People and Culture team.

Key challenges

- Balancing design and delivery of initiatives across the employee lifecycle with a focus on being the people and culture coach for organisational leaders
- Ensuring awareness of cultural pain points and strengths across all jurisdictions
- Being the strategic People and Culture leader for the organisation while also ensuring operational operations run smoothly and are compliant

Skills and qualifications

Essential

- Qualification in Human Resources or equivalent experience
- Proven strong leadership experience and ability
- Experience coaching managers and senior leaders
- Organisational design experience

- Change Management experience

Desirable

- Project Management experience
- Ability to design and facilitate learning and other workshops

Key relationships

Who	Why
Internal	
CEO	Direct report Coaching and advice across people and culture programs, practice and policy
Senior Leadership Team	Collaboration on organisation wide strategy and programs Coaching and advice across people and culture programs, practice and policy
Managers	Coaching and advice across people and culture programs, practice and policy
External	
People and Culture related stakeholders (consultants, suppliers, specialist agencies)	Engaging additional support to delivery of people and culture services Liaising with specialist agencies on specific requirements on WHS and Industrial Relations Partnering with other people and culture professionals to deliver contemporary people and culture solutions

Capabilities for the role

Capability	
Value Diversity	Champions the value of diversity across the organisation to improve performance
Communicate Effectively	Exceptional written and verbal communication skills across a diverse group of stakeholders
Work Collaboratively	Drives cross organisational collaboration at all levels of the organisation
Influence and Negotiate	Ability to influence high level stakeholders to drive change
Problem Solving	Looks for and implements solutions to complex problems and coaches others to do the same
Project Management	Ability to plan and prioritise project deliverables