



Women's Safety Services SA

**PEOPLE AND CULTURE ADVISOR**

**JOB & PERSON SPECIFICATION**

**APRIL 2019**



## Job & Person Specification

---

<b>Title of Position:</b>	People and Culture Advisor
<b>Classification:</b>	<b>Level 7</b>
<b>Location:</b>	Mile End/Head Office
<b>Reports To:</b>	General Manager of Corporate Services
<b>Job Status:</b>	0.7 FTE

---

### KEY PURPOSE OF THE POSITION

The People and Culture Advisor is accountable to the General Manager of Corporate Services for:

- Implementation of strategies that grow the required competencies within a positive workplace culture and compliant with legislative requirements relating to workforce issues;
  - Provision of services, strategies and knowledge management systems across the workforce continuum from pre-recruitment to retirement
  - Development and implementation of people and culture policies and procedures
  - Liaise with Employer and Employee representative organisations and relevant networks
- 

### KEY WORKING RELATIONSHIPS

- Accountable to the General Manager of Corporate Services;
  - Chief Executive Officer, Executive and Leadership teams;
  - Responsible to the WSSSA team for contributing to a productive environment that is based on WSSSA values and principles.
- 

### KEY RESULT AREAS

Operations

- Ensure appropriate structures are in place so that all Managers at all levels receive practical advice, guidance and coaching in effective management of employees;
- Build relationships with Managers to identify, develop and implement people initiatives in line with the business and strategic plans;
- Provide advice to Executive Team on a range of complex and sensitive human resource (HR) and employee related issues;
- Develop, lead and maintain effective performance management processes that enable optimal employee engagement and productivity in consultation with CEO;
- Participate in organisational change and reform initiatives and action change management procedures;



- Develop, conduct and analyse organisation wide people and culture surveys to determine staff satisfaction and make recommendations for people and culture improvement strategies;
- Contribute to the continuous improvement of people and culture processes and activities in the organisation;
- Maintain a high standard of record keeping and file management at all times;

#### Industrial/Employment Relations

- Provide quality employee relations (ER) and industrial relations (IR) advice to the CEO, General Manager, Executive Managers and Managers as directed by the CEO;
- Advise the Executive Team (and the wider organisation as directed) on compliance with relevant industrial instruments;
- Keep abreast of legislative changes and best practice in ER and IR environments and ensure relevant information is updated and communicated to the Executive Team;
- Lead strategies related to Return to Work SA/Safe Work SA;
- Establish and maintain effective relationships with industrial organisations, professional bodies, other government and non-government agencies, workplace delegates/representatives, regulatory bodies, consultative and interest based bargaining forums that promote positive outcomes.

#### Workforce Planning

- Oversee the recruitment, selection, on boarding, induction and probation process
- Supervise and support the People & Culture Team
- Oversee the recruitment processes for Volunteers and students at WSSSA
- Oversee and manage professional development strategies and implement training and development requirements in consultation with Executive Team
- Undertake and facilitate internal training as required eg: Induction
- Facilitation of exit interviews
- Coach and guide the Executive Team and the wider organization as appropriate on effective recruitment and selection practices
- Support the Executive Team to develop and implement talent management strategies.

#### HR Policies, Systems and Practices

- Provide high level confidential advice to the CEO and prepare People and Culture reports for the CEO as required;
- Collect, analyse and present data to build an evidence based response for future workforce planning;
- Advise the Executive Team on HR policies;
- Develop, review and maintain organisational people and culture policies including policies relating to the WSSSA Board of Management in accordance with changing legislative and organisational requirements;



- Oversee and manage Return to Work SA related duties such as notifications to the insurer, attendance and representation of WSSSA at case conferences, worker reimbursements and maintaining and updating files.

#### Finance

- Seek appropriate approvals for purchases related to functions of the position.
- Maintain required records and receipts for all purchases made as part of position.

#### Organisational Processes

- Adhere to legislative requirements that inform the work and business of WSSSA.
- Adhere to requirements as stipulated in WSSSA Service Agreements.
- Maintenance of records as required by WSSSA guidelines.
- Maintain confidentiality principles in line with legislative and WSSSA guidelines.
- Support the development, maintenance and compliance of best practice WH&S policies and guidelines, recommending improvements to systems to minimise workplace hazards and ensure safe work practices.
- Proactively monitor risks and regularly report to the Board of Management on these risks and mitigation strategies.
- As a Public Officer as per the Independent Commissioner Against Corruption (ICAC) definition you have a mandatory reporting obligation to report to the Office for Public Integrity (OPI) any conduct that you reasonably suspect raises and issue of corruption, or serious or systematic misconduct or maladministration in public administration. As a Public Officer your own conduct could be subject of a report to the OPI and as a result you could be investigated for corruption.

---

#### **Person Specification**

##### Essential qualifications

- Relevant qualifications in human resources and/or management and leadership or experience commensurate with the position.

##### Competencies and experience



- 3 years' experience in a people and culture role
- Knowledge of, and the ability to apply, State and Federal legislation as it applies to people and culture.
- Experience with a workforce supporting women's services desirable
- Demonstrated ability to plan and manage workload.
- Written and verbal communication skills and interpersonal skills including the ability to liaise, negotiate, advocate and resolve conflicts.
- Organisational skills including working to deadlines.
- Ability to work within a team environment and contribute to the attainment of team goals and organisational objectives.
- Pursue professional development goals.
- High-level skills in the use of IT systems and applications.

---

### **SPECIAL CONDITIONS**

- Current full Driver's License and willing to drive.
  - The incumbent is required to satisfactorily complete a Department of Human Services Child Related Screening and SAPOL National Police Check.
-



## HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call Justin or Lucy Dinnison-Mitchell on (08) 8100 8830.

### **Please Note**

Your application will be automatically acknowledged by a return email.

---