



**Government of
South Australia**

**DIRECTOR, PEOPLE AND CULTURE
SOUTH AUSTRALIAN HOUSING AUTHORITY
JOB AND PERSON SPECIFICATION
OCTOBER 2018**

SA HOUSING AUTHORITY ROLE DESCRIPTION EXECUTIVE

TITLE Director People and Culture	DIVISION People and Corporate Support	JOB FAMILY Executive
CLASSIFICATION SAES Level 1	DIRECTORATE People and Culture	ROLE NO
REPORTS TO General Manager People and Corporate Support		
ORGANISATIONAL OVERVIEW <p>The SA Housing Authority is a statutory corporation responsible for a range of housing-related functions, including strategy, service delivery and asset management. The Authority plays a key role in enabling and supporting a modern, multi-provider housing system, and aims to establish an environment that promotes shared responsibility and ownership of the housing challenges, to achieve better housing outcomes for South Australians now and into the future.</p>		
PRIMARY PURPOSE <p>The Director People and Culture is accountable to the General Manager People and Corporate Support for:</p> <ul style="list-style-type: none"> • Building a business partner model implementing cultural change programmes and embedding public value in the Authority's operations • Driving improvement and innovation in systems of work that support people management • Building an employment brand for the Authority and establishing a learning culture that invests in the most critical areas of workforce development • Positioning the People and Culture Directorate as an essential and strategic partner that co-designs practical and innovative solutions in all areas of the business • Supporting the executive and leaders with strategic decision making, resource allocation and positioning through the provision of high quality information, analysis and advice • Establishing and maintaining collaborative relationships with external partners 		KEY RELATIONSHIPS/INTERACTIONS <ul style="list-style-type: none"> • Chief Executive, SA Housing Authority • General Managers, Directors and Senior Managers • Key stakeholders across all levels of government • External stakeholders pertaining to role
AUTHORITY TO ACT/DELEGATIONS <ul style="list-style-type: none"> • People and Culture Delegations Level 3 • Financial Authorisation Level 4 	QUALIFICATION <ul style="list-style-type: none"> • Tertiary qualifications in disciplines such as human resources, organisational development, business management or other relevant field. 	
MANAGEMENT RESPONSIBILITY To be confirmed	SCOPE OF INFLUENCE <ul style="list-style-type: none"> • Approved FTE – approximately 20 fte • Budget – approximately \$2.3m 	
SPECIAL CONDITIONS <ul style="list-style-type: none"> • Inter and intrastate travel may be required. • Successful applicant will be required to satisfactorily complete a Background Screening and National Criminal History Record Check (NCHRC) prior to being employed and every three years. 		

PRIMARY OUTCOMES AND RESPONSIBILITIES	
Competency	Behavioural Indicators
Strategic Policy and Resource Management	<ul style="list-style-type: none"> Establish the strategic directions and actions for the People and Culture Unit and lead the implementation of the business plan. Lead the development of strategic policies which reflect the objectives of the Authority and legislative obligations.
Strategic Direction	<ul style="list-style-type: none"> Provide high level advice and consultancy to the Minister, Chief Executive and relevant executive and senior managers in regard to People and Culture matters. Establish effective partnerships and consultation mechanisms for policy and program development with non-government, private and government stakeholders. Monitor government reporting requirements and implement effective data management and accountability systems. Meet the competencies required of SAES Level 1
Leadership and Management	<ul style="list-style-type: none"> Lead the implementation of policy and practice to support legislative obligations. Review staff and business performance and provide feedback to the Authority and staff. Implement effective management to provide for the health and safety of employees. Apply high level written and verbal communication skills which result in effective and appropriate communication with a broad range of people. Lead, develop and review strategic, business and resource plans to support achievement of organisational objectives. Promote and implement Public Sector management standards and employee conduct standards, in particular Workforce Health and Safety, by adhering to the provisions of relevant legislative requirements. Lead the provision of excellent client service.
Resources and Risks	<ul style="list-style-type: none"> Manage internal resources according to organisational priorities identified through the strategic planning process and whole of government priorities. Identify and successfully manage strategic risks through effective mitigation and prevention. Analyse management and accountability structures in the organisation against public sector standards and put strategies in place to provide continuous improvement. Abide by the laws, regulations and policies determining public sector activities. Analyse and implement legislative and government policy requirements and evaluate compliance outcomes.

CORE ORGANISATIONAL COMPETENCIES - SAES LEVEL 1	
<p>The South Australian Executive Service (SAES) competency framework comprises of five core competencies which form the DNA of leadership within the public sector. The use of the competency framework enables executives to measure performance and manage succession, building executive strength and talent in public sector roles. The five core competencies of the SAES framework require executives to be able to:</p>	
Competency	Behavioural Indicators
Shape Strategic Thinking and Change	<ul style="list-style-type: none"> • Create vision. • Inspire. • Think and act strategically. • Lead and influences change. • Solve problems.
Achieve Results	<ul style="list-style-type: none"> • Achieve and deliver results. • Drive organisational effectiveness. • Exercise sound judgement. • Manage compliance with legislation. • Assume accountability. • Evaluate. • Apply technical expertise.
Drive Business Excellence	<ul style="list-style-type: none"> • Influence organisational performance. • Predict and plan for future organisational needs. • Leads and develop people. • Build capability and expertise. • Promote a client service ethos. • Direct resources.
Forge Relationships and Engage Others	<ul style="list-style-type: none"> • Develop and use political savvy. • Negotiate and influence. • Manage conflict. • Promote information sharing and the gathering of knowledge. • Establish and maintain strategic networks. • Communicate clearly and adapt to audience.
Exemplify Personal Drive and Professionalism	<ul style="list-style-type: none"> • Model the South Australian Executive Service Values. • Engage with risk and show personal courage. • Display flexibility and resilience. • Demonstrate self awareness and a commitment to personal development. • Promote and integrate diversity into the workplace. • Value wellbeing for self and others.



HOW TO APPLY

Applications in Word format only should be forwarded to Justin Hinora by email 23809@hender.com.au

Telephone enquiries are welcome and may be directed to Justin or Lucy Dinnison-Mitchell on (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.