



HR/CORPORATE MANAGER

JOB & PERSON SPECIFICATION

JUNE 2021



Enriched by the values of family, Ananda Aged Care is a place where respect, integrity of life and compassion are supported by holistic care, best practice service and meaningful wellbeing experiences. Both Ananda sites at Hope Valley and Findon offer general care and dementia specific amenities to meet the individual needs of people with varying health issues and disabilities. A key corporate services role with a strong HR focus has emerged for an experienced manager to join and add value to this private entity and its over 200 residents.

Working closely with the Board and highly experienced Director of Nursing, this diverse and pivotal role has responsibility for the efficient and effective leadership of the administrative and HR function in order to provide professional, friendly, and timely corporate services.

Key responsibilities include:

- all aspects of the people and culture portfolio including recruitment, induction, rostering, performance management and development of the corporate administration team;
- coordinating the administrative function to ensure optimal clinical flow management and a united approach to excellence in client care;
- reporting on key people and performance indicators to the Board;
- developing, implementing and maintaining best practice systems towards continuous improvement in both administration and customer service;
- managing a range of corporate functions such as facilities, finance, invoicing, record keeping and effective internal and external communications and reporting.

Key Result Areas

- human resource management;
- leadership, strategic planning and communication;
- financial management and corporate compliance;
- stakeholder engagement, marketing and customer service.

JOB SPECIFICATION

1. Human Resource Management

- engaging, leading, mentoring, motivating and managing the human resources of Ananda Aged Care;
- manage the people and culture portfolio including recruitment, induction, rostering, performance management and development of the corporate administration team;
- ensure recruitment is undertaken in line with effective workforce planning strategies and in line with contemporary and equal opportunity principles and practices
- undertake reviews of the corporate function to ensure it is appropriate and meeting the business's needs;
- oversee professional development and training opportunities are available to employees;
- identifying attraction, retention, induction, remuneration and succession planning strategies;
- undertake performance appraisals with staff across the business to assist in developing strategies to improve and facilitate performance;
- oversee the performance management process to ensure it reflects the contemporary HR and industrial regulation practices;
- demonstrate a commitment to and an understanding of our motto, 'Compassion, Comfort, Care';
- have an in-depth understanding and knowledge of the objectives and principles of Work Health & Safety and an awareness of Equal Employment Opportunity.

2. Leadership, Strategic Planning and Communication

- communicate and role model Ananda Aged Care's – Compassion, Comfort, Care to all key stakeholders;
- lead continuous improvement opportunities to improve care and serviced delivery across the business;
- working closely with the Directors to ensure strategic and operational plans are prepared, implemented and communicated effectively;
- maintaining a continuous review of the business progress in attaining the objectives and strategies of the corporate/ strategic/ business plan;
- identifying and mitigating risks and developing appropriate strategies to manage risk;
- working with the Directors to identify, measure and deliver on agreed annual key performance indicators;
- ensuring effective communication and transparency with the Directors.

3. Financial Management and Corporate Compliance

- ensuring the Directors/Board are provided with timely and accurate management and financial reports to aid key decision making;
- supporting the Director of Nursing in ensuring effective management and monitoring of the Business' operating revenue and expenditure;
- ensuring the Business meets all its statutory, legal, governance and reporting obligations within specified timeframes.

4. Stakeholder Management, Marketing and Customer Service

- establishing and maintaining effective relationships with all key stakeholders including staff, residents, representatives and external customers;
- role modelling, facilitating and championing a strong culture of customer service across the business;
- providing quality communications, and advocating and negotiating with a wide range of internal and external stakeholders;
- complete internal audits as scheduled;
- participate in staff and consumer meetings;
- in consultation with Directors/DON participate in Continuous Improvement opportunities to enhance the quality and care of residents;
- participate in Accreditation and Quality and Safety Commission Visits;
- participate in Continuous Improvement Activities;
- participate in Consumer Surveys;
- liaison with community stakeholders;
- ensure ongoing professional relationships with key stakeholders to maintain occupancy levels across both sites.



HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call Andrew or Hannah Way on (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.