



**EXECUTIVE MANAGER PEOPLE AND CULTURE**

**JOB & PERSON SPECIFICATION**

**AUGUST 2018**



## JOB SPECIFICATION

### Executive Manager People and Culture

**Award/Agreement** Non Award

**Responsible to** Chief Executive Officer

- Responsible for the effective management and leadership of the Human Resources, Risk and Safety, Injury Management and Workforce Development functions in accordance with Resthaven policies and procedures and relevant legislation.
- Provide leadership to members of the Human Resources team and support other Managers particularly in matters of workplace change and industrial relations.
- Provide leadership to members of the Risk and Safety area and be responsible for ongoing compliance to Self Insured Performance standards and continuing registration as a Self Insured Employer
- Provide leadership to the Workforce Development team to ensure the development, implementation and evaluation of a workforce development strategy is customer focused and delivers continuous improvement to meet and exceed accreditation and other relevant standards.
- As a member of the Executive Management Group works cooperatively with others in the development of corporate initiatives

### Special Requirements

- A current drivers licence is essential
- Must be able to work outside normal hours as the need arises

### Reporting Lines





## Key Responsibilities and Duties

Undertake duties in accordance with the philosophy, business practices and policies of Resthaven Incorporated, and perform the following duties:

### Human Resources

- Developing, implementing and managing Human Resources strategies, policies, processes, procedures and initiatives across the business to ensure the most effective utilisation of Human Resources for the purposes of achieving strategic business objectives, consistent with the philosophy of Resthaven and current legislative requirements.
- Development and implementation of contemporary human resource practices which contribute to the achievement of organisational goals by:
  - Contributing to Human Resources strategic planning so that Resthaven's long term staffing are identified and accommodated within its business plans and management decisions;
  - Development of strategies for the management of employee relations throughout the organisation;
  - Managing the implementation of Human resource policies. Policies will respond to legal requirements, minimise disruption, penalties and adverse publicity;
  - Ensuring all staff administration records are effectively maintained;
  - Assisting management in achieving harmonious working relations with all staff thereby minimising time lost through industrial disputes;
  - Providing strategic advice and support in Human Resources and payroll processes to the executive team, senior and program managers;
  - Acting as the last point of escalation for resolving employee relations / Human Resource issues within the organisation by providing expert knowledge and advice;
  - Leading and developing the Human Resources team to deliver optimum Human Resource services and monitoring the effectiveness of Human Resource services;
  - Ensure that payroll functions are managed in a manner that maintains ongoing compliance to payroll legislation.
- Coordinate the negotiation and development of enterprise agreements throughout the organisation as considered appropriate by the Chief Executive Officer.
- Represent Resthaven in industrial matters referred to the Fair work commission/ Equal Opportunity Commission or other legal jurisdictions.
- Assisting managers in matters of workplace change and the application of awards and enterprise agreements.
- Maintaining a thorough knowledge of relevant legislation and interpretation and review its impact upon organisational procedures including:
  - Immigration law as it applies to employer obligations and responsibilities when employing migrant staff;
  - Criminal history check obligations in accordance with the Aged Care Act 1997.



## Workforce Development

Responsible for the development, implementation and evaluation of a workforce development strategy which is customer focused, and delivers continuous improvement through culture change and workforce development, whilst meeting the needs of all divisions and which acknowledges the accountabilities of other departments.

Specifically:

- Workforce Development Strategy
  - Work closely with the executive team to facilitate the effective development of Resthaven employees and volunteer workforce;
  - Lead the development, implementation and review of a responsive workforce development plan inclusive of systems, policy and procedure development to support workforce profiling and deployment. Facilitate assessment of staffing models best suited to changing business needs;
  - Undertake workforce development strategic planning;
  - Manage the exploration and implementation of innovative initiatives that accelerate and support the pace of cultural and organisational change, ensuring that improvement strategies support workforce development;
  - Manage Resthaven's scholarship programs;
  - Manage stakeholder engagement relevant to workforce development strategy.
  
- Training and education

Coordinate the planning, development, implementation and evaluation of organisational training and education which is cost effective and needs based.
  
- Professional Development
  - Implement systems to identify and support development of potential and actual high performance staff;
  - Implement organisational mentoring and succession planning programs;
  - Implement the Professional Development Fund to maximise both effectiveness of development outcomes for staff and operational benefit to Resthaven.

## Risk, Safety and Injury Management

- Providing leadership and direction as required and overseeing Workers Compensation Claims including to ensure:
  - The administration of claims management and rehabilitation of injured workers throughout the organisation in a manner that will minimise workers compensation costs and facilitate the return of injured workers to pre-injury or suitable duties;
  - Represent Resthaven in matters referred to the Workers compensation Tribunal (SAET);
  - Undertake responsibilities as the reconsideration officer for Resthaven in the event of disputation of decisions relating to workers compensation matters;
  - Compliance to Performance Standards for WorkCover Exempt Employers in a manner that will maintain the Exempt Employer registration;
  - Demonstrating a commitment to Work Health and Safety by promoting a safe and healthy workplace that acknowledges the contribution of all staff in maintaining safe work practices;
  - Chair the Corporate Quality, Work Health and Safety Review committee.



- Facilitate and manage risk management by:
  - Demonstrating leadership in the implementation of Resthaven’s risk management systems, including work health and safety, Quality and business continuity systems;
  - Oversee the planning, implementation and evaluation of risk controls and actions including business continuity, health and safety measure;
  - Actively promoting, reviewing and implementing Resthaven Risk Management systems.

#### Other

- Responsible for annual reporting requirements under Workplace Gender Equality Act 2012 (Cth) ( Equal opportunity for women in the workplace);
- Strategic Plan initiatives allocated eg employee climate survey, health and wellbeing strategies;
- Monitor and address Resthaven ongoing compliance with Workplace Gender Equality Act 2012 (Cth) ( Equal opportunity for women in the workplace), Anti–discrimination and Anti-Bullying legislation as it applies in the workplace;
- In conjunction with Chief executive Officer undertake annual salary reviews for salaried non award staff;
- Other projects/ responsibilities as allocated by the Chief Executive Officer.

### **Occupational Health & Safety / Quality Systems**

Responsible for:

- Maintaining a safe work environment in accordance with Resthaven Work Health and Safety Policies and Procedures, and actively participating in the rehabilitation of staff injured at work;
- Assisting in the on-going maintenance of a safe work place through involvement in the implementation of safe systems of work in accordance with Resthaven Work Health and Safety Policies and Procedures;
- Participating in mandatory Health and Safety training sessions;
- Identifying and reporting hazards in the workplace;
- Participating in Resthaven Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis.

### **Privacy and Confidentiality**

Responsible for:

- Adhering to Resthaven Privacy of Information Policy and Procedure at all times;
- Maintaining a duty of confidentiality to all residents, clients, volunteers and staff;
- Ensuring that any “Confidential Information” that becomes known through the course of employment with Resthaven is kept confidential including information relating to Resthaven’s:
  - business or operational interests;
  - methodology and affairs;
  - financial information;
  - anything else that is notified as being confidential.

Other duties as directed by the Chief Executive Officer, commensurate with classification and training.



## **ESSENTIAL CRITERIA**

### **Qualifications / Experience**

- Appropriate tertiary qualification in Business Management, Human Resources or Commerce;
- Significant experience in Human Resources Management, with exposure to policy development and contemporary Human Resources practices;
- Comprehensive knowledge of a diverse range of Human Resources specialities including:
  - Industrial Relations including negotiations with Unions
  - Payroll systems
  - Recruitment
  - Learning & Development
  - Remuneration
  - Work Health & Safety
  - Risk Management
  - Human Resources Administration
- Experience with resolving conflict in the workplace;
- Proven effectiveness in initiating and implementing change;
- Strong management, leadership, team building, consulting and negotiation skills;
- Demonstrated analytical skills;
- Ability to work in a consultative manner in a variety of forums;
- Demonstrated planning and project implementation skills;
- Proven ability to work independently and implement change;
- Ability to represent the organisation at external forums.

## **DESIRABLE CRITERIA**

### **Qualifications / Experience**

- Experience in managing a diverse team of Human Resource Professionals;
- Experience in working in an exempt Employer organisation, under WorkCover guidelines;
- Understanding of the Aged Care Industry.



## HOW TO APPLY

Applications in Word format only should be forwarded to Andrew Reed and Justin Hinora by email 23577@hender.com.au

Telephone enquiries are welcome and may be directed to Andrew or Justin on (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.