

## Position Description

### The Role

Title:	<b>Director People and Culture</b>
Purpose Statement:	The Director People and Culture positions SANE as an employer of choice in the market place. This role will lead an effective human resource function which attracts and retains staff and volunteers who are well trained, qualified and committed to our mission. It will create an organisational culture that builds on our heritage and aligns to our new strategy and brand; supporting our growth ambition and is underpinned by a sound people and culture strategy. This role is part of SANE's Executive Team.
Team:	Culture and Capability
Reports to:	CEO
Direct reports/Team:	Head of People and Culture – Melbourne People and Culture Business Partner – Sydney People and Culture Partner – Melbourne (12 month contract) People and Culture Coordinator Office Manager Volunteer Co-ordinator (new role)
Location:	Melbourne
Employment Status:	Full time

### Key Functions:

#### Strategy & Leadership

- Develop and execute SANE People and Culture strategy, working closely with the Executive Team and Leadership Team
- Understand the broader organisation environment and provide expert and informed analysis and strategic advice to ongoing operations
- Oversee the workforce design and strategy for corporate and service delivery (shift-based) teams including strategic responsibility for competency frameworks, credentialling, aligning resourcing and roster/program workforce design to budgets
- Lead the People and Culture team planning, culture, recruitment and learning and development budgets and reporting, including evaluating P&C results and trends
- Support the Chair and CEO with learning and development for the Board and performance reviews

#### Lived experience recruitment, inclusion and Peer Workforce Development

- Strategic responsibility for developing and implementing strategies and actions to promote workforce diversity and inclusion, in particular the employment of people with a lived experience of mental health issues
- Strategic and operational responsibility for continuing to grow and implement best practices in the delivery of a peer support workforce

#### People Management & Leadership

- Lead, coach and mentor the People & Culture Team to ensure SANE's objectives are met

- Create a leadership development framework to maximise leadership capability and embed a coaching culture in support of delivering on strategy and operational outcomes.
- Build co-operative working relationships and strategic partnerships with key stakeholders including Executive, Leadership, People Leaders and all staff

### **Organisational Development and Culture**

- Develop and implement a new culture strategy for SANE Australia
- Design and lead initiatives including research and analyse (e.g. annual employee engagement survey and exit interviews), to maximise staff engagement
- Work in partnership with Communications and Engagement team on effective internal communications
- Support SANE Australia's objectives to increase inclusion of people living with complex mental health issues in the Australian workforce

### **Volunteer Management**

- Oversee the development and implementation of volunteer programs, policies and procedures
- Support the business in volunteer recruitment processes, training and ongoing coordination
- Implement best practice volunteer approaches

### **Industrial Relations**

- Provide specialist advice, direction and support to Executive and People Leaders on industrial issues
- Anticipate, research and identify industrial relations issues and provide sound and timely advice to Executive and People Leaders.
- Ensure SANE adheres to its relevant workplace legal obligations.
- Lead the staff consultative process ensuring meaningful information is provided between them and the management team including but not limited to organisational change

### **Recruitment & Selection**

- Partnership with Executive and Leadership to design workforce and succession planning
- Develop and implement appropriate policies and strategies for recruitment, selection and induction
- Ensure all position descriptions are regularly updated and reviewed and comply with relevant industrial instruments
- Advise management on position classifications which are consistent with relevant industrial instruments and market trends.

### **Learning and Development**

- Build a culture of performance across the organisation with oversight and continued development of a Performance Review & Development framework
- Monitor the completion of performance reviews across the organisation, advising Executive of any concerns.
- Develop and implement competency frameworks and a Learning and Development Roadmap
- In conjunction with the executive team, ensure all learning and development is strategically linked to organisational needs and aligned to performance reviews and business planning processes
- Create a leadership development framework to maximise leadership and support staff to grow and develop as leaders

### **Conditions, Remuneration & Benefits**

- Consult and develop future work strategies for SANE to lead as a best practice employer on flexible work and modern conditions growing our reputation as an employer of choice.
- Monitor all salary/remuneration management practices and procedures
- Advise management on position classifications which are consistent with relevant industrial instruments and market trends.
- Ensure market driven benchmarking and develop a transparent annual review processes
- Oversee all market research on remuneration across all functional areas
- Ensure effective delivery and take up of the Employee Assistance Program.

### **Building and Office Management**

- Oversee the office manager in their role of managing the Melbourne Connect, The Dax Centre and Sydney offices

### **Work Health and Safety Leadership**

- Lead and manage SANE's occupational health and safety and wellbeing management including overseeing the development and review of policies, procedures and practices including SANE's Wellbeing Plan, Return to Work and WorkSafe investigations.
- Responsible for Emergency Management and Business Continuity Planning.
- Implement and manage continuous improvement in work safety including pursuing accreditation on WHS and associated standards such as ISO 45003 - Psychological health and safety at work.

### **Policy & Procedure Development**

- Initiate and review for management approval, people and culture policies, procedures and practices which meet SANE's objectives and legal responsibilities.
- Consult with staff on revised People & Culture policies and procedures providing an opportunity for staff feedback and input.
- Partner with the Director Services and Head of Clinical Governance on supporting SANE to pursue and maintain appropriate standards, compliance and accreditation.

Other responsibilities as may be required.

### **People and Culture**

- Embrace the SANE Australia values in everything you do.
- Maintain respectful relationships and communications with all SANE Australia team members, partners and supporters.
- Value the strengths of team members, partners and supporters, and contributing to an environment where all strengths are valued.
- Adhere to SANE's policies and procedures.

### **Essential Selection Criteria:**

#### **Qualifications**

- Tertiary qualifications in Human Resources, Business, Management or other relevant disciplines

#### **Skills and experience**

- Minimum of 8 years' experience in progressively senior Human Resources Management role
- Experience in managing a team of HR professionals
- Experience developing workforce strategy and roster/work design including highly competent using financial analysis, data and HRIS to inform decisions
- Strong written and verbal communication skills, including strong attention to detail

- Demonstrated experience working as a senior business partner delivering contemporary solution focused HR/ER/IR initiatives, advice and support services within a health and/or Not for Profit environment
- Demonstrated problem solving, negotiation, advisory and coaching skills, including the ability to create and maintain positive relationships across the organisation and add value through positively influence people leaders capability and practices across the organisation
- Sound knowledge of the Fair Work Act, employment legislation, and experience in interpreting and applying awards, agreements, policies, procedures and other industrial instruments
- Knowledge of Modern Awards, specifically the Social, Community, Home Care and Disability Industry Services Award (SCHADS) and Health Professionals and Support Services Award

#### Highly desirable

##### ***Demonstrated expertise in:***

- Change management
- Leadership and coaching
- Learning and development

SANE Australia values lived experience in our workforce and encourages people with a lived experience of mental health issues or family and carer experience to apply. We pride ourselves on providing a supportive and flexible work environment.