

POSITION DESCRIPTION

EXECUTIVE MANAGER — PEOPLE, CULTURE & SAFETY

DEPARTMENT	Corporate
REPORTS TO	Chief Executive Officer
DIRECT REPORTS	People & Culture Business Partner
DATE	October 2024
POSITION OBJECTIVE	To lead and oversee strategic initiatives that cultivate a positive, engaging, supportive and safe working environment, while ensuring compliance and enhancing the overall safety culture
Achievement of the position objective will be reviewed against key performance indicators in the annual appraisal and review process and as required	

Our Values are reflected in our commitment to:

- * Integrity
- * Inclusion
- * Quality
- * Collaboration
- * Safety

Community College Gippsland (CCG) is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.

United we belong. Together we thrive.

The CCG community welcomes people from all backgrounds, abilities, and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.

At CCG we:

- *Provide a safe and inclusive environment that is free from discrimination*
- *Empower students and harness their uniqueness through voice and agency*
- *Ensure equal employment opportunities for all and encourage the participation of underrepresented staff*
- *Celebrate the differences of our people and recognise their unique contributions to our community*

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SCOPE OF THE ROLE

CCG is registered as an Independent School delivering the Vocational Pathways Certificate (VPC) and VCE Vocational Major (VM) as well as years 9 and 10. CCG is also a Registered Training Organisation (RTO) registered with the VRQA and is also a registered Learn Local Provider.

The Executive Manager — People, Culture & Safety's role is to shape and implement strategic direction, objectives and goals in areas related to people, culture, health and safety. The role plays a key part in fostering a positive inclusive and safe environment ensuring compliance with policies, legislation and best practice while promoting wellbeing, safety and engagement through all aspects of the employment lifecycle, including talent acquisition, performance management, workforce planning, employee relations as well as health and safety.

ROLE SPECIFIC RESPONSIBILITIES

- Providing high level advice, guidance and support to CCG on all matters relating to Human Resources (HR), Industrial Relations (IR) and Occupational Health & Safety (OH&S), ensuring adherence to legislative and regulatory requirements.
- Collaborate with the Senior Leadership Team to develop and implement strategic initiatives that drives a positive, engaging and supportive workplace culture while addressing the attraction and retention of high-quality staff to meet the organisations long term strategic objectives.
- Fulfill the role of the Workplace Manager for Occupational Health and Safety, overseeing the OHS Committee as Chair and ensuring all actions that arise from that Committee are addressed.
- Proactively build leadership capability to lead, inspire, develop and manage high performing and accountable teams, enhancing capacity for effective leadership at all levels.
- Oversee the provision of quality end-to-end employee life cycle and employment related services including onboarding, induction and performance management across CCG.
- Develop and implement a comprehensive Workforce Development Plan (WDP) in collaboration with the Senior Leadership Team, ensuring that professional development, succession planning, and leadership development initiatives are embedded within the organisation to promote long-term growth and continuity.
- Ensuring the embedding of continuous improvement in striving for best practice across all facets of the people, culture and safety functions ensuring that policies, processes, and services are regularly reviewed and enhanced to align with organisational needs and industry standards.
- Maximise the utilisation of the HR software Employment Hero to enhance efficiencies in HR processes, while improving the capture and reporting of data, and streamlining the end users' experience.
- Developing and implementing a Volunteering Strategy to boost the levels of engagement with Volunteers to work within CCG.

- Advise and support the Leadership Team in the management of employee grievances as well as assist in the conducting of workplace investigations in accordance with agreed practices if and as required.
- Develop, review, and implement HR & OHS policies, processes, and procedures, ensuring they are up to date, compliant with legislation and effectively communicated across CCG.
- Compile, analyse and report HR & OHS related data to inform strategic decisions and ensure continuous monitoring of key metrics relevant to people, culture, and safety.
- Lead the annual Staff Satisfaction Survey and other means of gathering data and feedback, analysing the results and working with the Leadership Team to address key findings as part of a continuous improvement process aimed at enhancing staff wellbeing and engagement.
- Foster a positive and supportive workplace culture, working collaboratively with the Senior Leadership and broader Leadership Teams to create an environment where staff feel valued, supported, and engaged in contributing to CCG's Vision.

ORGANISATION WIDE RESPONSIBILITIES

- Actively participate in and comply with the Health and Safety systems, policies, and emergency procedures in place throughout the organisation including;
 - Promptly and accurately reporting all hazards, accidents, incidents, and near misses;
 - Ensuring safe use and maintenance of equipment including PPE for self and students;
 - Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions.
 - Make recommendations for improvements in health and safety.
- Be aware of and participate in strategic planning process including making suggestions for improvements and assisting in rolling out strategic initiatives.
- Actively contribute to a safe and supportive working environment through building positive relationships and teamwork across the whole organisation.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures.

The tasks and responsibilities outlined in the job description may be changed throughout the course of employment to meet business requirements. Changes and additions to the role will be directed by the appropriate Manager.

KEY PERFORMANCE INDICATORS

- All HR, IR and WHS processes are undertaken in accordance with CCG's policies, documented procedures, and legal requirements with timely execution of tasks and actions.
- HR and OHS related policies and procedures are reviewed, updated, and implemented as required to reflect best practice while ensuring adherence to evolving HR, IR and OHS legal requirements.
- Minimisation of workplace incidents, accidents and near misses through the proactive management of OHS, risk assessments, and preventative actions, with incident reports showing consistent improvement across the whole of CCG.

- The HR software is fully optimised and is meeting the needs of the business.
- Increase in positive results and feedback relating to workplace culture, safety and overall staff satisfaction are received anecdotally or formally through employee engagement surveys.
- Improvements to retention rates of high-performing and engaged employees, supported by talent development and succession planning initiatives.
- Delivery of highest-level responsive customer service to all internal and external stakeholders.
- Demonstrable evidence of having actively contributed to a positive, safe, and supportive workplace culture.
- Demonstrable evidence of having actively upheld the values of CCG.

KEY SELECTION CRITERIA

- 5+ years of successful management experience overseeing the people and culture requirements in a complex business environment and/or education setting.
- Extensive experience with meeting HR and IR compliance obligations, including accurate award interpretation and ensuring pay and conditions adhere to the relevant awards or legal requirements (such as the NES).
- Experience in the management or oversight of workplace health and safety in addition to people and culture experience would be highly desirable.
- Experience working with a Leadership Team to elevate their capacity and capability to manage conflict, elevate staff performance as well as motivate and lead high performance teams.
- Strong interpersonal skills and an ability to successfully communicate and liaise with people at all levels, both internal and external. Strong written and verbal communication skills, including the ability to present complex information clearly and effectively to diverse audiences
- Demonstrable workflow management skills with the ability to manage competing priorities ensuring timely delivery of key initiatives and maintaining high standards of quality.
- Demonstrable competency in use of Microsoft products (i.e., Word, Excel & Outlook).
- Proven ability to leverage technology to improve efficiency, data management, and reporting

MANDATORY REQUIREMENTS

- Clear Police Check or a Victorian Institute of Teaching Licence
- Clear Working with Children Check or a Victorian Institute of Teaching Licence
- Current Victorian Drivers Licence

QUALIFICATIONS

- Degree/s in Human Resources Management
- Qualifications in Workplace Health & Safety (Desirable)

FUNCTIONAL RELATIONSHIPS

Key Internal

Board Directors
Senior Leadership Team
Leadership Team
CCG employees
Volunteers

Key External

HR Software providers
HR and legal service providers
WorkCover insurers
WorkSafe
EAP service providers



DECLARATION:

I have read, understand, and accepted the above Position Description and understand that the Roles, Functions and Key Performance Indicators in this Position Description form part of the Community College Gippsland Contract of Employment.

Signed: _____

Date:

Name:

