

Position Description

Rumbalara Aboriginal Cooperative

Position Title:	Executive Manager, People and Culture	Position Category:	Executive
Department/Group:	Executive	Position Ref:	Job Code/ Req#
Location:	Shepparton	Travel Required:	Limited/Extensive
Reports to:	CEO	Identified Position:	No Approval ref:
Grade:	Level/Salary Range	Position Type:	Full time
Business Positioning Statement			
<p>Rumbalara Aboriginal Cooperative (RAC) has been a resource, service provider and enabler of the Aboriginal and Torres Strait Islander communities of the Greater Shepparton region since 1980. RAC is a cooperative working to provide a range of supports and services including:</p> <ul style="list-style-type: none"> • Health and wellbeing • Positive aging and disability services • Community services • Asset and infrastructure services • Corporate services <p>RAC has an annual budget of \$19 million and a workforce of approximately 230 people. RAC is a significant employer and economic contributor to the region and plays a high profile leadership role as one of the larger Aboriginal Organisations in Australia.</p> <p>RAC is committed to ensuring the Aboriginal people in the Greater Goulbourn Valley have certainty of access to community-controlled services.</p> <p>RAC is currently renewing its commitment to consumer driven and client centered models of care and actively partnering with community and lobbying with government to ensure the needs of the community are met and wider benefits to Aboriginal communities and culture achieved.</p>			
Objective of Role			
<p>As a member of the Executive Team, this role is key to the development and implementation of the strategic direction for the organization and for developing and delivering on business plans for the operational streams or functions. This is a leadership position accountable for driving an organisational culture we are proud of, engaging and developing our employees, providing quality and culturally safe services to clients and residents in our communities and meeting the legislative and governance, compliance and mission-based obligations of RAC at all times.</p> <p>Executive Manager, People and Culture – responsible for improving employee engagement and workplace culture and employee administration systems and processes. Portfolio includes employee and industrial relations, learning and development, remuneration and benefits, talent management, workplace health and safety and workers compensation. This role is also responsible for office management. This role has an audit, governance and compliance element in areas such as HR Information Systems, workplace health and safety and training and plays a support function to the Executive staff. This position reports to the CEO.</p>			

Role and Responsibilities by Key Result Areas
<p>People and Culture</p> <ul style="list-style-type: none"> • Develop and implement people and culture plans that aim to attract, develop, train and retain quality, skilled, and engaged employees and drive for a culture that reflects the values of the organisation and builds the capability requirements of today and tomorrow • Ensure all reasonable steps to ensure workplace health and safety obligations are taken at all times • Ensure a workplace health and safety system is implemented and maintained including annual internal audit program • Conduct a training needs analysis for organization and develop training plans and programs to deliver efficiently and effectively and ensure mandatory training requirements are met • Develop and implement leadership development programs and career pathways to develop our leaders of today and tomorrow • Develop and implement a diversity inclusion strategy and supporting programs • Develop and implement recruitment and onboarding systems, processes and capability • Coach and develop front line leadership in people management principles and practices • Monitor the culture of the organisation and facilitate programs to address opportunities for improvement • Develop and maintain internal communications platforms and processes that engages staff • Develop and maintain performance management systems and processes and capability <p>Service Delivery</p> <ul style="list-style-type: none"> • Develop and implement a service delivery plan for the stream/function that meets or exceeds the customer expectations • Ensure safe, efficient and effective systems of work are developed, communicated and understood • Ensure the legislative, regulatory or accreditation standards are maintained at all times • Implement monitoring, measurement and reporting of key performance indicators and ensure corrective and preventative actions are taken to maintain performance goals • Contribute to the risk management strategy and plan for the stream/function • Develop and implement remuneration, benefits, reward and recognition programs <p>Stakeholder Engagement</p> <ul style="list-style-type: none"> • Ensure programs and processes are in place to consult, engage and monitor community engagement. • Stay abreast of funding changes and opportunities, developing initiatives to optimise for RAC and the community • Manage and maintain key human resources suppliers and service provider relationships and contracts. <p>Stewardship</p> <ul style="list-style-type: none"> • Ensure company resources and assets are used to optimise customer experience and community benefit • Identify and take appropriate steps to manage and mitigate risk to RAC, its people, assets, reputation and financial position. • Monitor the workforce plan, staffing levels and optimise within budget and funding constraints • Develop and implement strategies to reduce or eliminate industrial and employee relations risks
Qualifications and Education Requirements
<ul style="list-style-type: none"> • Relevant degree qualification in human resources • Leadership coaching and development highly desirable
Work Experience Requirements
<ul style="list-style-type: none"> • Minimum five years' experience operating at an Executive level with demonstrated positive contribution to achievement of strategic objectives and business goals in a similar function

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- Demonstrated experience is developing and maintaining systems of HR, WHS, training and development, remuneration, industrial relations, recruitment, performance management and internal communications
- Demonstrated experience leading and developing people, culture and community engagement
- Demonstrated experience contributing to the strategic direction and business planning process
- Demonstrated ability to develop and be held accountable for business plan, training plans, budgets and key performance indicators
- Demonstrated commitment to the betterment of Aboriginal and Torres Strait Islander culture and an appreciation for the social determinate factors that influence the community's wellbeing.
- Applied knowledge of the relevant legislative and governance requirements that govern the roles' portfolio including but not limited to National Employment Standards, Fair Work, WHS and Privacy Act legislation.

Skills and Attribute Requirements

- Strong people leadership including but not limited to experience with performance management
- Always acts with Integrity and applies a mission and values based discernment process
- Business acumen and professional business writing and communication skills
- Understanding of basic accounting principles and processes including but not limited to budgeting processes, revenue optimization and cost control
- Understanding of risk management principals and processes
- Professional communicator in written and verbal forms
- Negotiation skills
- Applied knowledge of human resources processes including but not limited to recruitment, training, performance management, grievance handling and reward and recognition.

Values in Action

As leaders of RAC we must demonstrate:

To ensure we stay true to our mission we have to stay true to:

- The **integrity** of the services we provide: our people are proud of the service we provide
- The **capability** we are able to deliver: our people know and trust that we have the skills and capabilities required
- The **accountability** we each hold ourselves to: our people know that each individual feels accountable for their contribution to the strategic and operational performance of Rumbalara.
- **Respect** to each other, to Elders, our community and stakeholders in all our interactions and in all settings