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| Position | Director, People and Culture |
| Reports to | CEO |
| Directorate | People and Culture |
| Location | National Office in Carlton, Victoria |
| Employment Type | Full Time (1.0 FTE) ongoing |
| Direct reports | 1 |
| Date approved by CEO | 18 November 2020 |

ACKNOWLEDGMENT OF COUNTRY

Whitelion acknowledges the Traditional Owners and Custodians of the land on which it is situated and we pay respect to their Elders past, present and emerging. We acknowledge and respect the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander Peoples across the nation.

STATEMENT OF INCLUSION

We are passionate about creating a workplace that promotes and values diversity. We are committed to providing a safe environment for all people, regardless of their age, culture, ability, gender, language, racial origin, religious belief and/ or sexual identity.

THE CHANGE WE NEED TO MAKE (Vision)

A world where no young person is left behind. Where all young people have the right to equitable opportunities to reach their potential.

WHY WE EXIST (Purpose)

To build positive connections and pathways to work for young people at risk.

WHO WE ARE HERE TO SERVE (Young people at risk)

- Highly vulnerable, high risk young people between 14-24 years old
- Impacted by the justice system, out of home care, homelessness, complex and chronic disadvantage

WHAT MAKES US DIFFERENT (Service Blueprint)

- Invites young people, staff, volunteers and supporters to create positive movement forward and impel each individual towards positive connections and pathways to work
- Four outcome areas help to achieve this: safe & stable; learning & supportive networks; skills & growth; connection & independence
- Success depends on the voice and lived experience of highly vulnerable, high risk young people; systems around them; and the Whitelion community

VALUES AND BEHAVIOURS

- We work together (Collaboration)
- We turn up and do our best (Committed)
- We deliver on commitments (Accountable)
- We want everyone to belong (Inclusive)

STRATEGIC PRIORITIES

Our strategic priorities inform the annual plan which cascades across the organisation so that all staff understand the contribution they make to delivering our strategy.

1. People

Our staff and volunteers are engaged and enabled to be their best in an inclusive and high performing environment.

2. Programs

Highly vulnerable young people experience improved connections and pathways to work.

3. Supporters

Our supporters and partners are integral to solutions for achieving impact and sustainability.

4. Sustainability

Financial sustainability is based on healthy reserves which can be used to reinvest in workforce capabilities, program innovation and systems improvement.

Whitelion is a child safe organisation

Whitelion is committed to preventing any danger to children and young people who engage with our services. We do this by constantly working on creating a safe, empowering and respectful culture. Click [here](#) to read our full Commitment to Child Safety.

POSITION SUMMARY

This is a newly created position reporting directly to the CEO and is a member of the Executive Team. Whitelion is embarking on an exciting journey of rebuild and growth shifting from HR transactions to building an inclusive and high performing culture. We believe that a great workforce experience leads to great services for young people.

As a ‘trusted advisor’ to the CEO and Executive Team, this position provides technical and adaptive leadership to ensure that Whitelion achieves its strategic outcome #1 where “staff and volunteers are engaged and enabled to be their best in an inclusive and high performing environment.” (Whitelion [Strategy](#) 2023).

The key objectives of the position are:

1. Provide expert advice and guidance to the CEO and the National Leadership Group on employee and industrial issues as well as people performance and leadership
2. Lead and shape organisational culture, talent, learning and leadership
3. Build workforce capacity and capability that is responsive to emerging trends and needs
4. Oversight operational accountabilities such as HR frameworks, tools, policies and systems

| KEY RESULT AREAS | PERFORMANCE MEASURES |
|--------------------------|---|
| Strategy and development | <ul style="list-style-type: none"> • Develop Whitelion HR Strategy based on the key focus areas as stated in Strategy 2023 Priority 1: People which includes: culture, talent, learning and leadership. • Ensure Whitelion achieves its HR strategic and operational objectives as well as manage risks • Contemporary HR advice strengthens leadership capabilities |

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| | <ul style="list-style-type: none"> • Review and design strategies across the employee life cycle with a focus on recruitment and workforce development priorities to attract and retain talent • Review and strengthen organisational change management • Develop an inclusion and diversity action plan leveraging existing work across the organisation including RAP, Pride Committee • Workforce data is analysed and used to inform organisational design and development and workforce planning |
| <p>People leadership and influence</p> | <ul style="list-style-type: none"> • Visibly seen as a positive role model whose behaviour and actions reinforce a safe and inclusive culture where everyone is respected and valued for who they are, not because of their position • Develop and implement Leadership Capability Framework that builds leaders of the future • Create coaching and mentoring initiatives • Ensure pulse check survey results translate into tangible actions that improves Whitelion’s culture and values • HR Coordinator is well supported and enabled to contribute towards the directorate’s priorities as well as independently lead specific initiatives • Facilitate and enable a learning culture of inquiry and sharing |
| <p>Operations and systems</p> | <ul style="list-style-type: none"> • HR policy and procedures are relevant, updated, aligned to or exceed industry standards and accessible to staff and volunteers • Whitelion practice complies with its legal obligations as an employer, including all relevant industrial instruments and legislative requirements. • In collaboration with Payroll which sits within the Corporate Services directorate, ensure staff remuneration and entitlements are appropriate to the relevant award and conditions |
| <p>Financial and risk management</p> | <ul style="list-style-type: none"> • Develop, monitor and ensure annual budget is achieved • Continually seek ways to achieve cost efficiencies across the organisation including review of HR related suppliers and subscriptions • WHS and work cover issues are monitored to minimise risk to staff and the organisation as employer • Uphold the reputation of the organisation by ensuring high levels of integrity and accountability across all HR policies and processes |
| <p>Workplace health, safety and wellbeing</p> | <ul style="list-style-type: none"> • Take reasonable care for your own health and safety • Take reasonable care for the health and safety of others • Report any matters that may be a risk to the health and safety of yourself or others • Comply with any reasonable instructions, policies and procedure given to you by Whitelion |

SKILLS AND ATTRIBUTES

Qualifications:

- Tertiary qualifications in HR, law and/or business
- Active member of Australian Human Resources Institute
- Membership of a relevant professional association or peak bodies

Technical skills

- Mandatory
 - Current accreditation as relevant
 - Completion of Criminal History Check and Working with Children Check on commencement
- Exceptional strategic and conceptual skills
- Track record in planning and executing key commitments and priorities
- Extensive experience and knowledge in HR industrial and employee matters
- Extensive experience working at a senior leadership level including governance
- Proven track record in leading and managing an HR function in an organisation of similar scope and spread
- Track record of operating in a national organisation with geographic nuances
- Experience in change management and innovation which have resulted in significant improvement in business outcomes, processes and systems
- Experience delivering transformational projects such as employee engagement, leadership initiatives and ICT systems implementation
- Sound financial and risk management

Behavioural capabilities

- Exceptional ability to inspire, support and enable others to reach their potential
- Positive mindset and ability to see setbacks as opportunities for growth and development
- Humility, empathy and willingness to continually learn and grow
- Excellent judgment and problem solving skills including influence and conflict resolution
- Self-reliant, results and outcomes oriented
- Exceptional team work and collaboration
- Political nous and understanding of organisational dynamics and behaviour

KEY CONTACT

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EA to the CEO

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