

Job Description			
Job Title: Executive Manager, Strategy, People and Assurance			
Role Purpose	<p>The Executive Manager, Strategy, People and Assurance is responsible for leading the development and delivery of a broad portfolio of corporate services. This includes organisational strategic planning, capacity and performance improvement and development.</p> <p>The role will analyse performance and develop strategic initiatives for growth, innovation and improvement. A key activity is to continue to build a positive workplace culture of high productivity, engagement and inclusion. Building a culture of continuous improvement, efficiency, synergies and connections across business areas, and ensuring the delivery of high quality, responsive and sustainable services in these areas across the organisation.</p> <p>The role is responsible for leading the People and Culture, Learning and Development, Workplace Health and Safety, Quality, Brand, Marketing and Communication functions.</p>		
Reports to:	Chief Executive Officer	Direct Reports:	<ul style="list-style-type: none"> • Senior Manager, Clinical Governance • People and Culture Business Partners • People and Culture Officers • Coordinator Marketing • Learning and Development Specialist • Work Health and Safety Advisor
Business Unit:	Executive Manager	Award Level:	<ul style="list-style-type: none"> • Non Award
Office Location:	70 Dale Street, Port Adelaide	HR Approval Date:	<ul style="list-style-type: none"> • September 2021
Internal Relationships	<ul style="list-style-type: none"> • UnitingSA Staff • Executive Team • Board of Directors 	External Relationships:	<ul style="list-style-type: none"> • Universities and tertiary institutions • Research organisations • External consultants • Unions and relevant industrial bodies • Safework SA • Return to Work • Sector HR Executive Network • External HR Contractors and Consultants

Person Specification (Knowledge, Skills and Experience)	
Qualifications	<ul style="list-style-type: none"> • A degree qualification in human resources and/or management. • Postgraduate level qualifications desirable. • Current SA Driver’s license. • Relevant current Police and/or other clearances
Experience	<ul style="list-style-type: none"> • 5+ years senior management experience, with relevant or transferable industry experience in a medium to large organisation. • Significant experience in the development and implementation of organisational strategy and business development initiatives. • Experience in managing marketing and communication functions, and leading both internal and external engagement activities. • Experience in developing and implementing quality frameworks. • Experience in planning and implementing new initiatives related to facilitating change and growth and building organisational capability. • Experience in delivering effective WHS and injury management frameworks and systems across an organisation.
Skills & Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of the not-for-profit sector and its environment. • High level written & verbal communication and interpersonal skills. • Well developed strategic thinking, research and analytical skills. • Well developed leadership and change management skills. • Highly developed skills in fostering collaboration, innovation and growth strategies. • Strong commercial acumen. • High level, applied knowledge of current organisational development and change management principles and frameworks. • Comprehensive knowledge of current HR and IR issues and practices. • Up to date knowledge of relevant legislation, enterprise bargaining processes and industrial instruments. • High level written & verbal communication and interpersonal skills, including influencing and negotiating skills.

Job Function Details	
Key Result Area	Tasks
Strategy	<ul style="list-style-type: none"> • Develop and implement strategic plans, business plans and performance reporting relevant to the portfolio. • Explore opportunities for further growth of the organisation in line with strategic directions, including new business models, collaborative approaches to service provision and change strategies that will strengthen service delivery and support better outcomes for customers. • Work in collaboration with other executive managers in the design of organisational strategies. • Develop whole of organisation stakeholder engagement strategy. • Develop and implement an annual social justice advocacy plan which focuses on critical social issues. • Develop & implement marketing plans. • Develop the strategy for fostering a learning culture within the organisation that is responsive to individual and corporate needs. • Implement and monitor strategies for attracting and retaining quality staff and volunteers and providing a positive and safe work environment. • Work in collaboration with other executive managers in the design and implementation of organisational strategies.
Growth, Quality and Compliance	<ul style="list-style-type: none"> • Implement strategic approaches by scoping and analysing areas for change and improvement. • Undertake external research and internal performance analysis to identify opportunities for growth and innovation. • Undertake systematic analysis and provide insights that will further develop, continuously improve, and enhance customer-focused service delivery and organisational performance. • Identify opportunities to standardise or review interconnections between operations to maximise effectiveness. • Utilise data analysis to monitor organisational performance as well as to develop evidence based proposals. • Work with executive managers to develop proposals and develop tenders for service development opportunities. • Work with executive managers to deliver centralised assurance and line-of-sight over quality frameworks and processes to achieve regulatory compliance, continuous improvement and quality service delivery. • Ensure that all corporate services within the portfolio partner with operations to deliver proactive solutions to evolving regulatory compliance requirements.

Marketing Communications and Stakeholder Engagement	<ul style="list-style-type: none"> • Identify opportunities to develop and implement marketing and communication strategies to best deliver the key messages to support the organisation’s goals, both within and outside the organisation. • Develop and monitor internal and external stakeholder engagement plans and identify opportunities for partnerships and collaboration.
Organisational Development and Strategic HR	<ul style="list-style-type: none"> • Provide a high level of expertise, advice and timely and accurate reporting to the CEO and Board regarding organisational change, progress against key HR performance indicators, and information on strategic HR matters and key risks including risk mitigation strategies. • Work with the CEO and Executive team to drive change including review staff engagement and develop and implement initiatives that enhance UnitingSA’s culture in alignment with the organisation’s values, vision and mission, including support of people through change processes. • Ensure the development and implementation of an organisation wide workforce strategy, incorporating talent management, performance management and leadership development. • Lead the development of a succession plan for key leadership roles in conjunction with the CEO and Executive team ensuring it is aligned with the workforce development strategy and provides career development opportunities for high potential staff. • Develop reward and recognition strategies that build a high performance culture across the organisation. • Oversee the development of HR policies, procedures and practices that effectively support and balance the needs of both the organisation in achieving its strategic goals, and the needs of staff in optimising their performance and development. • Work with Executive Managers to identify, develop, execute, and monitor people and culture strategies and provide coaching support to Executive and Managers where necessary to enable effective application of strategies and to facilitate delivery of effective leadership to staff. • Oversee learning and development, organisational development and change projects including due diligence processes, stakeholder and consultant/contract negotiation, risk mitigation and delivery within budget.
People Leadership	<ul style="list-style-type: none"> • Appropriately manage performance, including coaching support to direct reports, regular informal and formal performance feedback and reviews, and support for relevant training and development. • Direct, monitor, and lead staff in the development and implementation of strategies and plans to achieve the organisation’s vision and mission. • Ensure the team is aware of and complies with organisational policies and procedures. • Ensure recruitment of individuals who have the right cultural fit and ability to work in line with cultural change and facilitate retention of key talent.

Financial Management	<ul style="list-style-type: none"> Ensure adherence to the business financial systems, processes and ensure all reporting requirements are met in a timely manner. Ensure financial accountabilities are monitored and cascaded effectively to all reports. Ensure effective management of budget and/or discretionary expenses. Work in conjunction with CFO on the accurate preparation and monitoring of financial objectives and budgets.
Health, Safety & Wellbeing	<ul style="list-style-type: none"> Ensure the contractor management system is effective (including inductions, licences are obtained etc). Ensure hazards are addressed in accordance within timelines and items are escalated where appropriate. Support the development and implementation of operational work systems that allow people to keep safe. Advocate behaviour that encourages all team members to operate in a safe work environment. Monitor, maintain and participate in safety systems that encourage cross functional teams in driving safety awareness such as ensure formal risk assessments are conducted, hazards are closed, incidents are investigated and safety communication occurs.

I have read and understand the requirements of this position:

Signed: _____ Name (print) _____ Date: _____