

# General Manager, People and Operations

## Position description

### Position overview and key purpose

The General Manager, People and Operations provides strategic leadership and oversees the critical backbone functions of Respect Victoria to support the organisation to operate efficiently and effectively, and to focus on leading and driving long term systemic change in the prevention of family violence and violence against women.

As a skilled, senior people leader, this position will be responsible for building and maintaining a positive, supportive and collegiate culture, with support from a multidisciplinary team, and leading the organisation's corporate functions. This includes overseeing human resources, financial management, procurement, privacy, risk, compliance, and administration, and supporting the organisation in change processes to embed our corporate service programs in business-as-usual activities.

This leadership position will be responsible for leading and managing a multi-disciplinary team, and managing important strategic partnerships with external stakeholders for the organisation.

<b>Classification and salary ranges</b>	VPS 6
<b>Work location</b>	OLD TREASURY BUILDING, 20 Spring Street, Melbourne VIC 3000
<b>Employment type</b>	Fulltime (with flexible work opportunities including ability to work from home)
<b>Position reports to</b>	Chief Executive Officer

### Organisational environment

#### Respect Victoria

Respect Victoria was established as a Statutory Authority under the *Prevention of Family Violence Act 2018* on 4 October 2018.

We have a broad focus on the primary prevention of all forms of violence against women and family violence in Victoria, and work collaboratively with stakeholders to provide state-wide leadership to create social, institutional, organisational and community change.

Our work aims to:

- Ensure high quality, sustained and impactful prevention activities across all the settings where people live, work, learn, socialise and play
- Inform and sustain a community-wide conversation about family violence and violence against women and the role of individuals, organisations and institutions in preventing these forms of violence
- Ensure government has evidence-informed guidance to support sound decision making about policy, strategy and funding
- Facilitate critical prevention infrastructure to support coordination of effort and impact and enable cohesive growth and sustainability across the field of primary prevention
- Gather data, research and evidence to maintain a public spotlight on the issue and monitor trends, outcomes and impacts over time.

## Key Responsibilities

This role will require you to provide strategic leadership and oversee the critical backbone functions of Respect Victoria to support the organisation to operate efficiently and effectively and maintain a positive, supportive and collegiate culture.

Accountabilities include to:

- Lead and strategically advise on HR and people management matters, risks, systems and processes including the provision of coaching support where required.
- Ensure the development, implementation and consistent use of effective and efficient systems and practices in workforce and capability development, induction, recruitment, retention and performance management and development.
- Ensure effective oversight of financial management (including oversight of external providers) and administration including payroll, auditing, budget development and reporting.
- Develop effective processes to support board engagement (where appropriate) in regulatory, legislative, financial and risk management to ensure the board can meet their fiduciary duties.
- Oversee board governance requirements to ensure high quality of governance systems and processes, and alignment to any legal or regulatory requirements.
- Improve the organisation's approach to risk, including the effective implementation of risk identification and management practices and business continuity planning across the organisation.
- Oversee the effective execution of the organisation's Memorandum of Understanding (MOU) with the department, ensuring ongoing fit for purpose.
- Work with consultants, contractors and internal staff to manage and lead change processes as appropriate, ensuring effective embedding of corporate services transitions into business as usual process and practices, with minimum disruption to staff and business.
- Monitor the regular updating of organisational policies and procedures, and regular reporting of policy compliance.
- Lead a multi-disciplinary team in the delivery of effective and efficient corporate systems, processes and practices, including procurement and contract management, privacy, risk, compliance, finance and business administration.

You will:

- Work strategically and collaboratively with other managers to support the Senior Leadership Team by providing cross-organisational leadership, coordinated advice, proactive identification and management of organisational risks and facilitating strong connections across directorates.
- Lead and manage contractors as required, including monitoring KPIs and milestones, issue identification and risk management, ensuring a high quality of service.
- Review and report on high priority issues, risks and trends and prepare and present comprehensive reports, briefs and agency submissions on complex issues.
- Manage a budget and comply with financial and other delegations, including HR and OHS, keeping accurate records of activities in line with legislative requirements.
- Create a collegiate team and organisational environment by coaching and supporting any direct reports (paying attention to individual strengths and performance goals), modelling appropriate behaviours, and providing feedback to support development.
- Take an intersectional approach that is informed by principles of self-determination in your work.

## Key Requirements of the Position

### Qualifications

#### Essential qualifications

- Relevant tertiary qualification (eg. human resources management, business administration or finance).

## Experience and skill

### Essential experience

- Demonstrated senior management experience in corporate operations of at least five years.
- Demonstrated experience in designing or implementing responsive and effective human resources and people management processes, systems or approaches.
- Experience in leading and coaching staff and supporting executive leadership through change and growth.
- Demonstrated experience in effective project management, including in scheduling and prioritising change programs, communicating change effectively, and ensuring staff feel comfortable and understand what is required of them.
- Experience leading change through developing fit-for-purpose systems, processes and policies to support operational integrity and high performance.

### Desirable experience

- Experience in senior management experience in corporate operations or HR in a government context.

## Specialist expertise

### Essential expertise

- Specialist knowledge and demonstrated experience in the delivery of corporate services and HR.

### Desirable expertise

- Knowledge of the relevant legislative, policy, governance and compliance frameworks for corporate operations in a government context.

## Personal qualities and behavioural traits

- Strong interpersonal skills, including the ability to build relationships with and work alongside a diverse range of colleagues and stakeholders from different settings and sectors.
- A flexible and collaborative working style, with the ability to work both independently and as part of a team.
- A commitment to the values of the organisation and a passion for ending violence against women and family violence.
- Creativity and innovation, including a willingness to draw on new ways of doing things and offering creative solutions to complex problems.
- Interest in building a strong, collegiate and supportive organisational culture.

## Relationships

This role:

- Reports to the Chief Executive Officer.
- Leads a multidisciplinary team of operations focused staff.
- Works closely with a Senior Advisor, Organisational Development.
- Works as part of a cross-organisational management group and reports to the Executive and Board as required.

## Safety screening

Employment is subject to a satisfactory National Police History Check. Applicants who have lived overseas for 12 months or longer during the past ten years are required to provide the results of an international police check.