

DIRECTOR PEOPLE, SAFETY & WELLBEING



POSITION DESCRIPTION

Hours	Reporting To	Location	Contract	Job Level	Direct Reports
38	ED Corporate Services	Kalimna	Ongoing	Senior Manager	Yes

People of Aboriginal or Torres Strait Islander heritage are encouraged to apply

Role Purpose

The Director People, Safety and Wellbeing leads GLaWAC's people strategy and the Human Resources function, aligning workforce capability, culture and people systems with the organisation's strategic priorities.

The role provides trusted advice to the CEO, Executive Directors and managers and leads an integrated approach to employee relations, organisational development, remuneration, health, safety and wellbeing and organisational culture.

GLaWAC cares deeply about the development of staff, particularly Gunaikurnai staff. The Director position is responsible for ensuring self-determined leadership, development and succession programs are integrated into the business.

The Director combines strategic leadership with practical implementation, strengthens leadership capability and supports a respectful, culturally safe and accountable workplace.

The Role

Strategic Direction

- Lead strategic and operational planning aligned with GLaWAC's corporate priorities
- Advise on organisational structure, workforce planning and change.
- Lead people initiatives through consultation, clear communication, implementation and evaluation.
- Establish workforce reporting that supports decisions on staffing, turnover, capability, engagement, cost and people risk.
- Lead remuneration policy, salary banding and review processes to support consistent decisions, internal equity and financial sustainability.
- Provide advice on market positioning, role evaluation and remuneration proposals.
- Lead a practical performance framework that translates organisational goals into expectations appropriate to each role's level, accountability and influence.
- Support the CEO and relevant governance processes to develop executive performance arrangements.
- Provide independent, evidence-based advice on people matters, identify organisational risks and escalate significant matters to the ED Corporate Services and CEO.

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- Prepare executive reports and board papers on workforce priorities, performance and risk.

Employee Relations

- Lead the organisation's approach to complex employee relations matters, including complaints, investigations, conduct, performance, grievances and employment separations.
- Provide clear advice on employment obligations, industrial instruments and employment arrangements, engaging legal or specialist advice where required.
- Ensure sensitive matters are managed fairly, consistently and promptly, with appropriate confidentiality, cultural guidance and procedural fairness.
- Build managers' capability to set expectations, address concerns early and make sound decisions; identify recurring issues and recommend organisational improvements.

Health, Safety and Wellbeing

- Provide strategic oversight of health, safety and wellbeing through the responsible specialist, with clear priorities, reporting and escalation of material risks.
- Partner with operational leaders to strengthen risk controls, induction, incident reporting and safety accountability across office and On Country activities.
- Lead the people function's approach to psychosocial risk, working with managers and cultural advisers to address workplace factors affecting wellbeing.
- Oversee workers compensation and return to work arrangements, monitor insurer service and claims trends, and coordinate specialist support as required.

Learning and Development

- Lead learning and leadership development priorities, performance expectations and employee development goals.
- Strengthen managers' capability in people leadership, constructive conversations, performance support and change management.

Recruitment

- Lead workforce attraction and recruitment strategy, including hard to fill roles and opportunities for Aboriginal employment and development.
- Oversee recruitment, selection and onboarding standards that support fair decisions, cultural safety and effective commencement in the role. Responsibility Area 5

Employee Engagement

- Work in a way that respects Gunaikurnai culture, self-determination and cultural authority. Seek guidance from appropriate cultural leaders and advisers and ensure people practices support Aboriginal employees and a culturally safe workplace.

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- Establish ways to hear employee feedback and translate findings into practical improvements in engagement, culture and connection across locations and teams.
- Work with cultural leaders and advisers to embed culturally appropriate practices in leadership development and employee initiatives.

Talent and Succession planning

- Develop succession and talent plans to ensure Gunaikurnai people are developed into future organisational leaders.
- Identify critical roles, capability gaps and continuity risks and plan accordingly.

Leadership

- Lead your team, setting clear responsibilities, priorities and performance expectations.
- Manage the HR function's approved budget and external providers, demonstrating value and recommending resourcing changes where needed.
- Model GLaWAC's values, constructive working relationships and sound professional judgement.
- Exercise authority within GLaWAC's approved delegations. Decisions on structure, expenditure and employment matters requiring higher approval are referred to the authorised decision maker.

Policy and Process

- Own the HR policy framework, ensuring policies are clear, current, fit for purpose and supported by practical procedures and manager guidance.
- Lead HR systems improvements and change to reduce duplication and improve employee experience and data quality.
- Oversee employment documentation, records management and access controls to protect sensitive employee information.
- Establish service standards and review HR processes, risks and controls, coordinating with Finance, operational leaders and specialist advisers.

Essential Skills / Experience

- At least 10 years' experience in human resources, including substantial senior leadership responsibility for people strategy and complex HR operations.
- Demonstrated ability to advise and influence executive stakeholders, exercise sound judgement and deliver against organisational priorities.
- Strong employee and industrial relations capability, including complex case management, investigations, performance matters and organisational change.
- Experience leading people frameworks across workforce planning, remuneration, performance, leadership development and HR governance.

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- Ability to oversee health, safety and wellbeing priorities in partnership with specialist and operational leaders.
- Proven ability to lead a specialist team, manage resources and improve HR services and systems.
- Ability to work respectfully in an Aboriginal community-controlled organisation, seek cultural guidance and support self-determination and cultural safety.
- Strong communication, stakeholder management and analytical skills, including clear executive reporting and discretion in sensitive matters.

Desirable Skills / Experience

- Relevant tertiary qualifications in human resources, employment relations, business or a related discipline, or equivalent professional experience.
- Experience in an Aboriginal community controlled, not for profit or similarly complex organisation.
- Experience implementing HR information systems and leading remuneration, performance or organisational development programs.

Other Requirements

- Although we may offer work flexibility to work from home, the employer can direct you to return to the office
- Always demonstrate GLaWAC values
- Where required, employees may need to meet vaccination requirements in accordance with legislation, public health directions or workplace requirements. Evidence or a medical exemption may be required.
- Current Victorian Manual Driver's Licence
- Mandatory random Drug and Alcohol Testing (Policy Agreement)
- Working With Children Check and/or Police Check
- Other duties as required

Our Commitment

GLaWAC strongly encourages applications from Aboriginal and Torres Strait Islander people. We value cultural knowledge, lived experience, community leadership and diverse career pathways. Equivalent experience gained through Aboriginal organisations, Traditional Owner Corporations, community leadership roles, local government, not-for-profit organisations or similar environments will be highly regarded.

GLaWAC is committed to providing a culturally safe, inclusive and respectful workplace where all employees are supported to succeed