

Shaping the future starts with you.



## POSITION DESCRIPTION

### Executive Director, People & Culture

The primary purpose of the Executive Director, People & Culture role is to develop and execute the people strategies in support of the overall business plan and strategic direction of the Suburban Rail Loop Authority (SRLA) to foster an innovative, productive and inclusive workplace. The role provides strategic leadership and organisational alignment including cultural development and maintenance, change management, designing and championing people engagement, development and experience, delivering human resources, and supporting the health and wellbeing of the workforce. A particular emphasis is placed, organisationally, on developing a unique high-performance culture that is fit for purpose to ensure SRLA delivers superior outcomes across a multi-billion infrastructure delivery programme.

The Executive Director, People & Culture will operate with a high level of autonomy and is fully and directly accountable for: designing and delivering the people strategy including defining the people experience and the aspirational culture for SRLA; the accuracy, validity and quality of strategic advice on human resources and workforce relations to the Chief Operating Officer and Chief Executive Officer; the strategic leadership and performance of the People and Culture team, and the implementation of relevant plans, strategies and policies. The role will also work with the Remuneration and People Committee Chair, a subcommittee of the SRLA Board, on a range of organisational and people matters.

The role reports directly to the Chief Operating Officer and will work closely with all members of the Executive Leadership Team to develop and maintain an exciting, aspirational, and results oriented culture.

### Overview

<b>Position Number:</b>	XXXXXXXX
<b>Classification:</b>	Senior Executive Service Band 2 (SES2)
<b>Division:</b>	People & Culture
<b>Salary Range:</b>	\$290,601 - \$419,000 Total Remuneration Package
<b>Usual Work Location:</b>	Suburban Rail Loop Authority (SRLA) supports flexible working and enables team members to split their time working in the Melbourne CBD office and remotely, and at project sites as required. The successful candidate must reside in Victoria and have the ability to commute to the usual work location as required.
<b>Employment Type:</b>	Full Time - Fixed Term 5 years <i>(flexibility may be available in accordance with the VPS flexible work policy)</i>
<b>Reports to:</b>	Chief Operating Officer
<b>Further Information:</b>	N/A

### About us

Suburban Rail Loop (SRL) is an integrated transport infrastructure and precincts planning project that will deliver a 90km rail line linking every major train service from the Frankston Line to the Werribee Line via Melbourne Airport, as well as investment in the suburbs, better connecting Victorians to jobs, retail, education, health services and each other. Suburban Rail Loop Authority (SRLA) is the statutory body established to plan all elements of the project, procure builders, develop structure planning for SRL Precincts and oversee construction and the other changes that will help transform Melbourne and Victoria.

SRL is more than a rail project. It's a once-in-a-generation opportunity to plan for and prepare our city and state to meet the needs of future Victorians, and we can't do it alone. We are on the lookout for people with



drive, expertise, fresh ideas and new perspectives to deliver Victoria's biggest ever infrastructure project. You will be part of history in the making, and while we're at it, we will be shaping your future too.

## About the team

People and Culture is led by the Executive Director, People & Culture and is responsible for learning and development, wellbeing, diversity and inclusion, recruitment, strategic workforce planning and leading organisational cultural change. The division also leads new starter training, compliance training, development opportunities, professional memberships, and performance development planning.

## About the role - key accountabilities

1. Provide strategic people leadership advice, lead and facilitate business and cultural change, and build organisational capability that supports the achievement of SRLA's short and long-term business objectives and expectations for a sustainable workforce delivering a state-shaping project through exceptional employee experiences.
2. Build a competitive advantage with talent; develop a robust pipeline of internal and external talent through strategic workforce planning to ensure organisational vitality, continuity and continuous upgrading of skills and abilities.
3. Design and set the people experience and culture change strategy, with a focus on fast-tracking the culture, engagement and leadership outcomes that can be enabled through a future workplace program.
4. Set the 'internal voice' for SRLA with regards to its people strategies, enabling desired outcomes and determining the most effective channels to deliver this.
5. Develop contemporary HR programs and processes for employee engagement, talent and performance management, diversity and inclusion, health and wellbeing, and other HR generalist activities fit for a project the size and scale of Suburban Rail Loop.
6. Function as a strategic business partner and adviser to the Executive Leadership Team, regarding key organisational and management issues.
7. Provide leadership for strategic investigative research and/or benchmarking projects which will contribute to the promotion of continuous improvement and innovation in delivering people-related strategies and services.
8. Demonstrate SRLA's leadership dimensions by role modelling collegiate and collaborative behaviours to drive strong organisational performance, achieve the greater good for the community, celebrate a diverse workforce, create an environment where people can create and thrive, and support people's wellbeing.
9. Live SRLA's organisational values to achieve outstanding outcomes for the organisation and across government.

## About you - key selection criteria

1. Demonstrated extensive experience and expertise in leading people and culture teams and providing strategic advice at the highest organisational levels, preferably with a large and complex infrastructure delivery project or program.
2. Extensive senior-level experience in leading large-scale business and organisational transformation and/or organisational development, within a people and culture function.
3. An advanced understanding of strategic HR management with demonstrated experience to roll out resource management and other strategic projects across large and complex organisations.
4. Highly developed and well-demonstrated leadership skills and the ability to inspire and motivate people and effectively lead change.



5. Exceptional communication and interpersonal skills, and the ability to communicate sensitively and respectfully with all relevant stakeholders.
6. Demonstrated experience and knowledge in the use of technology in service design and delivery for people and culture outcomes.
7. Proven ability in driving organisational transformational change and high-level negotiation skills.
8. A comprehensive understanding of the Government delivery environment and commitment to the principles, legislative requirements and management practices of public service.
9. Demonstrated extensive knowledge and experience leading large and high-performing People and Culture teams, preferably within a large infrastructure delivery environment.

## **QUALIFICATIONS AND ADDITIONAL REQUIREMENTS**

### **DESIRED**

Qualifications in business and/or human resources, or related disciplines would be beneficial.

## **Benefits**

As well as being an exciting project that will have a significant impact on the future of our city and state - there are many other reasons you should come work with us.

We put our people first and emphasise a work-life balance. Our hybrid working model and flexible work arrangements strike that balance. Working with us, you will be given opportunities to develop your career so you can do some of your best work here. We have professional development and leadership programs, training and career opportunities, memberships and discount offers to make a lasting impact on your journey.

We celebrate milestones and promote a culture of diversity, inclusion, respect and safety. Your talents will help shape SRL project and enhance the communities connected by the new rail line. We are building a strong team culture and offer wellbeing programs to support you and your family, whenever you need it.

You can learn more about the many benefits of working for SRLA on our website.

## **HEALTH AND SAFETY REQUIREMENTS**

You may be required to undertake relevant medical and other safety compliance requirements that relate to any risks associated with this role.

The occupational health and safety requirements of this position include, but are not limited to activities involving driving, sedentary work and manual handling.



## OTHER RELEVANT INFORMATION

### How to apply

Applications must be submitted online by visiting [www.careers.vic.gov.au](http://www.careers.vic.gov.au). Applications submitted after the closing date may not be accepted.

### Employment Eligibility

Appointment will be subject to the following pre-employment checks: *Police Records check; misconduct screening, declaration of private interests and probity check, conflict of interest declaration and Qualification Check* (where a mandatory qualification is required). Further information is available at <https://vpssc.vic.gov.au/resources/pre-employment-screening-misconduct-victorian-public-service/>

### Equal Opportunity Employer

SRLA is an equal opportunity employer and welcome applicants from a diverse range of backgrounds. Applications from Aboriginal and Torres Strait Islander people are strongly encouraged for all positions. Reasonable adjustments for a successful candidate with disabilities will be offered, on request.

### Agreement/Award Coverage

Employment with SRLA is subject to the terms and conditions outlined in the Victorian Public Service Enterprise Agreement 2020 or for Senior Executive Service classified positions, the Victorian Public Service Executive Employment Handbook.

### Professional Obligations

Successful candidates will be inducted to their crucial role as a public servant in the workplace and are instructed to complete the mandatory Professional Obligations training. The training provides clarity to employees on: professional obligations and responsibilities; appropriate management of information and use of resources (including Information Security, File and Record Management, Information Privacy, Freedom of Information); conflict of interest obligations; receiving and providing gifts, benefits and hospitality; and prevention of fraud and corruption.

### Terms and Conditions

Employees must comply with the Code of Conduct for Victorian Public Sector Employees.

### Privacy Notification

SRLA affirms that the collection and handling of

applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

### Health and Wellbeing

Our vision is to build a safe and trusting environment that values and pursues balance and health and provides a strong platform for continuous development and high performance. SRLA takes a holistic approach to wellbeing and offers a comprehensive program that addresses five key pillars of wellbeing: healthy minds, healthy bodies, healthy workplace and cultures and healthy community connections.

### What we offer you

SRLA has access to a wide variety of opportunities, with an extensive range of personal and professional development programs designed to develop our people and their careers. Working closely with industry, business and the community enables you to make a difference to the economic prospects of all Victorians.

### Diversity @ SRLA

At SRLA 'diversity' includes all the ways in which employees differ, and the valuable contribution that all of these differences bring to the Authority.

### Learning and Development

We want you to grow, develop and learn with us. SRLA provides you with access to a range of internal and external learning and development opportunities to support your performance in your role and further your career aspirations. SRLA also supports relevant study via negotiated financial assistance and leave provisions for approved courses.

Our Performance and Development Plans aim to support and encourage employees in achieving work and career objectives through clearly defined roles, development opportunities and performance targets.

### Balancing Work and Life

We understand that work/life balance is an important part of our employees' lives. That's why we have a wide range of flexible work/life balance options including working from home, flexible working hours and generous leave provisions including the 44/52 model of employment and paid parental leave.