

Shaping the future  
starts with you.



## POSITION DESCRIPTION

### Director, People & Culture

The primary purpose of the Director, People & Culture role is to support the Executive Director, People & Culture 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 support for 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 contributing to the development of a unique high-performance culture that is fit for purpose to ensure SRLA delivers superior outcomes across a multi-billion infrastructure delivery programme.

The Director, People & Culture will provide strategic support, expert guidance and has a key responsibility in delivering the people strategy including driving outstanding people experience and an aspirational culture for SRLA. The Director, P&C works with their counterparts across the Transport Sector to ensure government frameworks are applied within the SRLA to ensure we meet project priorities and legislative and industrial requirements. The role reports directly to the Executive Director, People & Culture and will play a key role in leading the People & Culture Leadership Team to develop and maintain an exciting, aspirational, and results oriented culture. The Director, P&C will provide high quality strategic advice on human resources and workforce relations to the Executive Director, People & Culture and will provide high level strategic and operational leadership within the People & Culture Division including the implementation of relevant plans, strategies and policies.

### Overview

<b>Position Number:</b>	70009731
<b>Classification:</b>	Senior Executive Service Band 1 (SES1)
<b>Division:</b>	People & Culture
<b>Salary Range:</b>	\$225,000 - \$290,600 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>	Executive Director, People & Culture
<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, inform 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. Provide expert advice on People and Culture matters to the Executive Director, P&C and other senior management, drawing attention to potential areas of risk and advising on mitigation or prevention strategies.
3. Provide strategic leadership for people matters across the full breadth of the People and Culture function including employee engagement, talent and performance management, diversity and inclusion, health and wellbeing, workforce planning and other HR generalist activities fit for a project the size and scale of Suburban Rail Loop.
4. Provide strong leadership across the People and Culture function to build and maintain strong partnerships at all levels within the business and be recognised as a high performing branch providing reliable and valued expert advice and acting as a trusted business partner.
5. 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.
6. Inform and drive 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.
7. 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.
8. Live SRLA's organisational values to achieve outstanding outcomes for the organisation and across government and lead by example by demonstrating a collaborative approach and behaving ethically and with integrity in accordance with the Public sector values and Code of Conduct.

## About you - key selection criteria

1. Demonstrated extensive experience in providing strategic advice and strong leadership within people and culture teams and, preferably within a large and complex infrastructure delivery project or program.
2. Experience in the development and implementation of HR strategies and significant programs and/or initiatives that have delivered improved people outcomes.
3. Highly developed and well-demonstrated leadership skills and the ability to inspire and motivate people and effectively lead change alongside strong experience leading high-performing People and Culture teams,
4. Exceptional communication and interpersonal skills, and the ability to communicate sensitively and respectfully with all relevant stakeholders using a collaborative and knowledge based approach.



5. Demonstrated experience and knowledge in the use of technology in service design and delivery for people and culture outcomes.
6. A strong understanding of the Government delivery environment and commitment to the principles, legislative requirements and management practices of public service.
7. Proven expertise in management of complex coordination responsibilities, influencing multiple stakeholders and identification and management of significant risks, requiring high-level organisational and influencing skills.
8. Demonstrated track record of developing constructive relationships with key senior internal and external stakeholders and negotiating at senior levels, demonstrating a confident understanding of others and a measured and flexible approach to resolving issues.

## **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.