

Position description

Position	Lead – People and Culture		
Purpose	To assist with driving the People and Culture Strategy and provide day to day operational leadership for the People and Culture team.		
Salary Band	3		
Approval date	26 September 2024	Approved by	Sam McGilvery

Brisbane North PHN

Our vision is a community where good health is available for everyone.

Brisbane North PHN supports clinicians and communities in Brisbane's northern suburbs, Moreton Bay Regional Council, parts of Somerset Regional Council and Norfolk Island. It covers approximately 4,100 km² of urban, regional and rural areas, with a population of over one million.

We are one of 31 Primary Health Networks across Australia.

We work with local communities, consumers, carers, health professionals, hospitals and community providers to understand our community and their needs. We then engage stakeholders to design and commission programs and services to meet those needs.

Our PHN's goals:

- Be informed and led by community
- Facilitate care closer to home
- Address health gaps and inequities
- Transform and connect primary healthcare
- Drive organisational excellence.

The PHN's values:

- Collaboration: We build strong and enduring relationships to achieve our shared goals
- Diversity: We are inclusive, fair and responsive to different needs
- Integrity: We are transparent, respectful and work to the highest standards
- Courage: We lead new approaches, learn and improve
- Impact: We deliver outcomes for our community.

Key outcome areas

To ensure the organisation works effectively to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed once a year formally and on an ongoing basis informally with team members and managers.



Role-specific

- Working closely with the Executive Manager - People, Culture and Communications, assist with driving the realisation of the People and Culture Strategy.
- Provide Business Partner support to the organisation's Managers, achieving an uplift in all matters of people leadership. This includes the provision of high level advice and information to leaders regarding industrial relations, performance management, workplace investigations and other complex and sensitive employment matters
- Lead the People and Culture (P & C) team members by setting clear performance expectations and development opportunities, and applying appropriate recruitment, induction and performance management principles which comply with our policies and procedures.
- Provide day-to-day operational direction and support to the P & C team including the development and implementation of the relevant parts of the P & C Operational Plan that align with the PHN's Strategic Plan and meet performance expectations.
- Develop and maintain effective and collaborative partnerships with key internal and external stakeholders to develop solutions and strategies to meet their operational P & C requirements.
- When required, provide day-to-day human resource services.
- In conjunction with the Executive Manager – People, Culture and Communications, coach and provide expert advice to leaders to build effective leadership capability within the organisation.
- Oversee the completion of Comprehensive Activity Plans (CAPs) and meet reporting requirements relevant to the P & C function e.g. Board reporting
- Represent the organisation on relevant committees, advisory groups, and events on a local and state-wide level as they relate to the role and organisational objectives
- Support the Executive Manager – People, Culture and Communications with other tasks as required.

General

- Regularly attend team and staff meetings
- Contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, abiding by the organisation's Code of Conduct and Leadership Capability Framework, implementing all policies and procedures correctly and recommending quality improvements
- Communicate effectively and respectfully with all members of the organisation and external stakeholders
- Record all interactions in ChilliDB and other program and project databases on time, ensuring that information is relevant, accurate, up-to-date and accessible by other team members
- Comply with reporting requirements as directed by your manager
- Deal with sensitive information in a confidential and professional manner
- Complete other reasonable duties and projects as required to meet organisational objectives

Reporting relationships

Relationships

Reports to: Executive Manager – People, Culture and Communications

Direct reports: Coordinator – People and Culture WHS, and Coordinator – Human Resource Systems

Level of delegation

(Per Delegation Matrix – CEO to staff)

Level 3 – All other staff

Key selection criteria

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

Qualifications and experience

- tertiary qualification in Human Resources or a related discipline (or demonstrated equivalent experience).
- a high level of experience and understanding of interpreting modern Awards and industrial instruments, with a strong understanding of the Fair Work Act.
- significant experience as a trusted People and Culture professional supporting people at all levels, including a strong understanding and application of culture and contemporary best practices.
- ability to support and mediate the resolution of complex performance management and employee relations issues in a proactive manner to achieve positive outcomes.
- skills, knowledge and experience in successfully leading and developing a high-performing team, including supporting them through change.
- excellent verbal and written communication skills and interpersonal skills with the ability to motivate, influence and gain commitment.
- ability to prepare quality business communication documents, including plans, reports, briefing papers, and general correspondence.
- intermediate to advanced skills in the MS Office suite – Word, Outlook, Excel and PowerPoint

Capabilities

The Brisbane North PHN Leadership Capability Framework applies to all roles within the organisation. Applicants must address these capabilities.

- leads self – self-aware, proactive and adaptable; takes personal development opportunities and is resilient
- engages others at all levels with respect, collaboration and cultural sensitivity
- achieves outcomes in a high demand work environment with judgment and initiative
- drives innovation - contributes to our culture of continuous quality improvement
- shapes systems - works productively within internal and external systems and networks
- bases decisions on available evidence.

Other

A current driver's licence is desirable and use of a personal vehicle may be required, including travel between workplaces. Work-related mileage will be reimbursed at relevant rates.

You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

(Please note: This position description is subject to adjustment within reason and in consultation with your manager to meet the deliverables of the organisation.)