

Position description

Position	Manager People and Culture		
Purpose	To lead people and culture service provision across the organisation including all aspects of HR specialities with a significant focus on organisational development and capability.		
Approval date	11 November 2022	Approved by	Libby Dunstan

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 and parts of Somerset Regional Council. 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 voice
- Re-orient the health system toward care close to home
- Build capacity of providers to meet health needs of our region.

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.

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Role-specific

- Provide leadership of the People and Culture service provision, focusing on the development, implementation and oversight of the people frameworks, programs and practices that shape culture, workforce, and ways of working. This will include, but not be limited to, leading and evolving talent acquisition, talent management, organisation design, workforce planning, learning and development, remuneration and benefits, leadership development and change management.
- Build and implement improvement solutions from across the full range of HR initiatives which underpin the PHN strategy and values.
- Provide mentorship, coaching, and support to the executive and managers on complex problems and opportunities in order to build leadership capability through the delivery of people and culture insights and analysis.
- Build capability, business outcomes and a high performing culture by partnering with Executive/Managers to find creative solutions, initiatives, and strategies to target opportunities, and identified gaps.
- Lead the People and Culture team to develop best practice HR systems, processes, tools and techniques to support our people to do their best work.

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 | Corporate Services

Direct reports: HR Advisor

Level of delegation

(Per Delegation Matrix – CEO to staff)

Level 2 – Managers

Key selection criteria

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

Qualifications and experience

- Degree in HR Management, Organisational Psychology, Business, or related field
- Extensive experience working in dynamic HR roles
- Previous exposure to leading change and delivering solutions
- Excellent verbal and written communication skills with the ability to motivate, influence and gain commitment
- Experience or knowledge managing complexity in a changing and often challenging environment

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 the PHN offices. 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.)