



## Position Description

<b>Position Title:</b>	Manager People and Culture
<b>Division:</b>	Corporate
<b>Location/s</b>	Mosman/all sites
<b>Reports to:</b>	Senior Manager WHS & HR
<b>Direct Reports:</b>	People & Culture Coordinator
<b>Enterprise Agreement Classification</b>	EL2
<b>Our Organisation</b>	<p>The Sydney Harbour Federation Trust is responsible for the management of Sydney Harbour sites including Cockatoo Island in Sydney Harbour, Woolwich Dock and Parklands in Woolwich, Sub Base Platypus in Neutral Bay, Georges Heights, Middle Head and Chowder Bay in Mosman, North Head Sanctuary in Manly, Marine Biological Station in Watsons Bay and Macquarie Lightstation in Vacluse.</p> <p>The Harbour Trust’s vision is to create and share extraordinary places on Sydney Harbour and amplify their stories.</p> <p>Our mission is to “bring to life our natural and cultural heritage and provide a lasting legacy for all Australians through conservation, remediation and the adaptive reuse of places in our care”.</p> <p>Sites that were for many years hidden away from public view are now open for all, containing an extraordinary mix of historic buildings, magnificent Harbour views, pristine natural landscapes and defence heritage. These public spaces and parklands now offer major events, exhibitions, venue hire, accommodation, tours and business tenancy</p>
<b>Code of Conduct &amp; Values</b>	<p>All employees at the Trust abide by the Trust’s key values and Code of Conduct, behaving honestly and with integrity and acting with care and diligence.</p> <p>Employees are required to maintain confidentiality of all Trust information, upholding the Trust’s values, integrity and its good reputation.</p>

<b>Health &amp; Safety</b>	The Trust provides a safe and healthy workplace and endeavours to protect employees and others in the workplace from harm to their health, safety & welfare by elimination or minimisation of risks arising from work.
<b>Our Commitment</b>	The Trust is an equal employment opportunity employer, committed to ensuring all employees are free from discrimination and harassment; where everyone is treated with dignity, courtesy and respect.

## ROLE OVERVIEW:

Reporting to the Senior Manager WHS & HR, you will actively contribute to the Harbour Trust's achievement of its vision through ensuring that the Harbour Trust HR environment is effectively managed and that the Harbour Trust has the talent it needs to achieve its organisational goals and objectives.

The position is responsible for providing HR advice to the Harbour Trust leadership and to ensure People and Culture's best practices are embedded in the delivery of HR services to the Harbour Trust's workforce. The position works in partnership across the Trust with all staff to build capabilities, employ sound judgement and discretion in decision making and implements best practice strategies to resolve issues. The position also has a key role as ambassador for the WHS and HR team to enhance organizational culture and values, ensuring they are visible, embedded and upheld for the delivery of organisational goals.

## ROLE ACCOUNTABILITIES:

- Leading the HR strategy and function for the Harbour Trust, in alignment with organisational strategy and industry leading HR practices.
- Develop, manage, and maintain HR policies and procedures, to ensure compliance with legislation, and their effective communication to staff.
- Provide high level and quality strategic advice in relation to a broad range of human resource matters, including complex industrial relations matters, and management of HR functions, such as recruitment and induction programs.
- Develop and maintain a high level working knowledge of the Trust's Enterprise Agreement and other HR systems, including code of conduct and co-leading any workplace bargaining.
- Develop and implement contemporary and high-quality organisational HR reporting (i.e., monthly, quarterly and annual reporting to Business Plan KPIs, Executive Team Reporting, Board Reporting)
- Manage the Harbour Trust Performance Management Processes and Systems including the development and implementation of organisational training programs to further enhance and support staff development and growth.
- Ensure all outcomes are achieved within the available budget, acting within delegated level of authority.

## SELECTION CRITERIA:

### **Essential (*Qualifications, attributes, skills and knowledge*)**

- Excellent leadership and negotiation skills with demonstrated experience of working effectively with internal and external stakeholders to achieve outcomes
- Demonstrated expertise in Human Resources Management, specifically in the areas of policy implementation, recruitment, performance management and learning and development.
- Exceptional interpersonal skill with the ability to listen, counsel, coach, mediate and provide advice.
- Highly effective written and oral communication skills
- Excellent administration, time management and prioritisation, skills including in relation to budget management and reporting.
- Demonstrated ability to maintain a high level of confidentiality, discretion, self-motivation and professionalism.
- Ability to develop and implement new HR policies and programs in line with Trust requirements.
- Demonstrated commitment to continuous learning
- Demonstrated ability to work independently and in a team environment.

### **Desirable:**

- Current drivers' licence.

### **Eligibility:**

- Satisfy a Police Check.
- Hold an Australian citizenship or residency.

### **Qualifications:**

- Tertiary qualifications in Human Resources or similar and/or extensive experience.

## Integrated Leadership System – EL2

Shapes Strategic Thinking	Achieves results	Cultivates productive working relationships	Exemplifies personal Drive and Integrity	Communicates with influence
<p><b>Inspires a sense of purpose and direction</b></p> <p>Translates the strategy into operational goals and creates a shared sense of purpose within the business unit. Engages others in the strategic direction of the work area, encourages their contribution and communicates expected outcomes.</p> <p><b>Focuses strategically</b></p> <p>Understands the organisation's objectives and links between the business unit, organisation and the whole of government agenda. Considers the ramifications of a wide range of issues, anticipates priorities and develops long-term plans for own work area.</p> <p><b>Harnesses information and opportunities</b></p> <p>Gathers and investigates information from a variety of sources, and explores new ideas and different viewpoints. Probes information and identifies any critical gaps. Maintains an awareness of the organisation, looks for recent developments that may impact on own business area and finds out about best practice approaches.</p> <p><b>Shows judgement, intelligence and common-sense</b></p> <p>Undertakes objective, critical analysis and distils the core issues. Presents logical arguments and draws accurate conclusions. Anticipates and seeks to minimise risks. Breaks through problems and weighs up the options to identify solutions. Explores possibilities and creative alternatives.</p>	<p><b>Builds organisational capability and responsiveness</b></p> <p>Evaluates ongoing project performance and identifies critical success factors. Instigates continuous improvement activities. Responds flexibly to changing demands. Builds teams with complementary skills and allocates resources in a manner that delivers results.</p> <p><b>Marshals professional expertise</b></p> <p>Values specialist expertise and capitalises on the knowledge within the organisation as well as consulting externally as appropriate. Manages contracts judiciously. Contributes own expertise to achieve outcomes for the business unit.</p> <p><b>Steers and implements change and deals with uncertainty</b></p> <p>Establishes clear plans and timeframes for project implementation and outlines specific activities. Responds in a positive and flexible manner to change and uncertainty. Shares information with others and assists them to adapt.</p> <p><b>Ensures closure and delivers on intended results</b></p> <p>Strives to achieve and encourages others to do the same. Monitors progress and identifies risks that may impact on outcomes. Adjusts plans as required. Commits to achieving quality outcomes and ensures documentation procedures are maintained. Seeks feedback from stakeholders to gauge satisfaction.</p>	<p><b>Nurtures internal and external relationships</b></p> <p>Builds and sustains relationships with a network of key people internally and externally. Recognises shared agendas and works toward mutually beneficial outcomes. Anticipates and is responsive to internal and external client needs.</p> <p><b>Facilitates cooperation and partnerships</b></p> <p>Brings people together and encourages input from key stakeholders. Finds opportunities to share information and ensures that others are kept informed of issues. Fosters teamwork and rewards cooperative and collaborative behaviour. Resolves conflict using appropriate strategies.</p> <p><b>Values individual differences and diversity</b></p> <p>Recognises the positive benefits that can be gained from diversity and encourages the exploration of diverse views. Harnesses understanding of differences to anticipate reactions and enhance interactions. Recognises the different working styles of individuals, and tries to see things from different perspectives</p> <p><b>Guides, mentors and develops people</b></p> <p>Encourages and motivates people to engage in continuous learning, and empowers them by delegating tasks. Agrees clear performance standards and gives timely praise and recognition. Makes time for people and offers full support when required. Delivers constructive feedback in a manner that gains acceptance and achieves resolution. Deals with under-performance promptly.</p>	<p><b>Demonstrates public service professionalism and probity</b></p> <p>Adopts a principled approach and adheres to the APS Values and Code of Conduct. Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in public and internal forums.</p> <p><b>Engages with risk and shows personal courage</b></p> <p>Provides impartial and forthright advice. Challenges important issues constructively, stands by own position and supports others when required. Acknowledges mistakes and learns from them, and seeks guidance and advice when required.</p> <p><b>Commits to action</b></p> <p>Takes personal responsibility for meeting objectives and progressing work. Shows initiative and proactively steps in and does what is required. Commits energy and drive to see that goals are achieved.</p> <p><b>Displays resilience</b></p> <p>Persists and focuses on achieving objectives even in difficult circumstances. Remains positive and responds to pressure in a controlled manner. Maintains momentum and sustains effort despite criticism or setbacks.</p> <p><b>Demonstrates self awareness and a commitment to personal development</b></p> <p>Critically analyses own performance and seeks feedback from others. Confidently communicates strengths and acknowledges development needs. Acts on negative feedback to improve performance. Reflects on own behaviour and recognises the impact on others. Shows strong commitment to learning and self-development, and embraces challenging new opportunities.</p>	<p><b>Communicates clearly</b></p> <p>Confidently presents messages in a clear, concise and articulate manner. Translates information for others, focusing on key points and using appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.</p> <p><b>Listens, understands and adapts to audience</b></p> <p>Seeks to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. Anticipates reactions and is prepared to respond. Checks own understanding of others' comments and does not allow misunderstandings to linger.</p> <p><b>Negotiates persuasively</b></p> <p>Approaches negotiations with a strong grasp of the key issues, having prepared well in advance. Understands the desired objectives and associated strengths and weaknesses. Anticipates the position of the other party, and adapts approach accordingly. Encourages the support of relevant stakeholders. Encourages debate and identifies common ground to facilitate agreement and acceptance of mutually beneficial solutions.</p>