

POSITION DESCRIPTION

FWLHD - Director, People and Culture

Live Your Best Life with Far West LHD

Our vision is for Excellence in Rural and Remote Health, providing high quality clinical services, and working with our communities to enable people to be as healthy as possible. At Far West Local Health District, we commit to empowering our staff and communities to *Live Your Best Life* through the demonstration of our CORE Values of **Collaboration, Openness, Respect and Empowerment.**

Organisation	NSW Health
Local Health District / Agency	Far West Local Health District
Position Classification	Health Mgr Lvl 5
State Award	Health Managers (State) Award
Category	Senior Executive Director
Website	www.fwlhd.health.nsw.gov.au

PRIMARY PURPOSE

The Director, People and Culture provides leadership, direction and management of workforce operations, human resources, industrial relations, strategic workforce planning and the development of cultural change and employee development strategies.

COVID-19 Vaccination Compliancy

The Public Health (COVID-19 Vaccination of Health Care Workers) Order 2021 commenced on 26 August 2021. The Order establishes mandatory requirements for health staff and persons working in health settings to be vaccinated with a COVID-19 vaccine. Mandatory COVID-19 vaccination will now be required for all NSW Health staff.

KEY ACCOUNTABILITIES

- Lead and drive quality workforce outcomes across all areas of influence in relation to leadership, accountability, performance, workplace culture and people management.
- Provide high-level advice and support to the Chief Executive and other senior health service managers, through analysis and assessment of workforce trends and emerging issues across the Local Health District (LHD), and at the state and national levels.
- Participate as a member of the Executive team in the development, implementation and evaluation of strategic, operational/business and workforce plans, supporting the achievement of local priorities as well as agreed objectives set by NSW Health and relevant overarching strategies and plans.
- Ensure compliance with all relevant aspects of corporate governance, maintaining systems which satisfy regulatory responsibilities and ensure compliance with relevant standards, policies, procedures, legislation, and industrial instruments.
- Lead compliance with WHS procedures and NSW Health policies across the LHD through identification, management, monitoring and reporting of risks.
- Lead workforce change, innovation programs and workforce redesign that complements the delivery of high quality health care and health services.
- Ensure there is financial responsibility and accountability within the Workforce, People and Culture portfolio area and implement financial strategies that will ensure budgetary targets and key performance indicators are met within the Directorate, and more broadly in areas of influence.

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KEY CHALLENGES

- As a member of the LHD Executive Leadership Team, leading and managing change successfully, to allow the organisation to adapt, within a dynamic health landscape, anticipating what will be required to position the organisation well for the future.
- Demonstrate resilience and persistence in balancing the needs of competing demands within a complex, high work volume environment encompassing the delivery of strategic and operational outcomes.
- Manage and facilitate the professional development of direct reports, fostering a culture of high performance and customer focus, and an ability to be agile in both individual learning and solving complex HR issues.

KEY RELATIONSHIPS

Who	Why
1) Chief Executive	Provide the CE (and Board, as required) with information, reports, expert advice and recommendations which influence planning and decision making. Communicate information related to indicators of workforce performance and recommendations for improvements.
2) Executive Leadership Team	Collaborate with peers to determine organisational wide strategic directions and priorities for strategic and operational plans and projects. Provide and receive direct specialist advice and participate in problem solving and decision making. Engage Executives in planning, service design and evaluation, to continually improve operations and service delivery models and solutions.
3) Direct Reports	Clarify direction; lead discussions and make decisions; propose and implement solutions to issues; provide guidance and regular updates on key projects, and priorities.
1) NSW Ministry of Health and peers across the state	Liaise with relevant senior Executives to ensure the alignment of the LHD performance with NSW Health and government objectives and collaborate with similar roles across the State to enable performance benchmarking, monitoring of industry trends, ongoing currency and collaboration on common responses to emerging and future issues.
2) Pillars (ACI, CEC, HETI and BHI), Health Infrastructure and other relevant entities.	Work cooperatively with relevant pillar organisations to ensure mutual support for respective responsibilities within the public health system.

SELECTION CRITERIA

1. Relevant tertiary qualifications in Human Resources Management, Business Administration or other relevant field and/or extensive experience in human resources management in a large diverse organisation.
2. Ability to translate the strategic direction of Far West LHD into a clear view of the required human resources and business transformation initiatives and opportunities to deliver high quality results.
3. Sound knowledge of the principles of contemporary human resource practice and proven application of

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- these in delivering results.
4. Proven ability to apply knowledge of employment legislation, awards and agreements, policies and best practice to identify and resolve complex workforce issues.
 5. Proven ability as a transformational leader, driving and inspiring engagement with strategic direction and change initiatives.
 6. Demonstrated ability to apply positive and constructive influencing and relationship development skills to a diverse range of stakeholders to achieve results through consensus, commitment, cooperation and teamwork.
 7. Proven ability to support organisational development to achieve a skilled and sustainable workforce both now and into the future.
 8. Current Drivers Licence and ability and willingness to travel as required across Far West LHD.

OTHER REQUIREMENTS

The role and responsibilities are to be carried out in a manner that is consistent with delegations, policies, procedures and operations systems of Far West LHD, and in line with the NSW Health Code of Conduct.

All employees are expected to model NSW Health CORE Values and participate in the performance development and review process for own professional/personal development and to identify educational needs.

All employees are required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health and Safety legislation.