# Manager Workforce Strategy & Culture

Position Description





[deeca.vic.gov.au](file:///C%3A/Users/fionadurante/Downloads/deeca.vic.gov.au)

## Position details

|  |  |
| --- | --- |
| **Position title:** | Manager Workforce Strategy & Culture  |
| **Position number:** | 50964608 |
| **Classification:** | VPS5 |
| **Salary range:** | $113,022 - $136,747 plus superannuation |
| **Employment type:** | Fixed Term 2 Years  |
| **Group:** | Water & Catchments Group |
| **Division & Branch:** | Office of the Deputy Secretary  |
| **Work location:** | 8 Nicholson Street, East Melbourne Vic 3002 Hybrid work arrangement available: [x] Yes [ ]  No  |
| **Reports to:** | Senior Manager, Workforce Strategy & Culture |
| **Direct reports:** | [ ]  Yes [x]  No If yes, how many?  |
| **Further information:** | Madeline Kruljac, Senior Manager Workforce Strategy and Culturemadeline.x.kruljac@deeca.vic.gov.au |

Identified Position

This position is classified as an “identified position” aimed at increasing employment opportunities for Australian Aboriginal and/or Torres Strait Islander People. This position requires that the candidate understand the issues affecting Aboriginal and Torres Strait Islander peoples, and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples and key technical proficiencies to design and deliver programs related to employment, development and engagement.

Australian Aboriginal and/or Torres Strait Islander people are encouraged to apply.

Non-Australian Aboriginal and/or Torres Strait Islander People can apply, however, the position requires an in-depth knowledge of Aboriginal culture and an ability to communicate with Aboriginal and/or Torres Strait Islander peoples.

Acknowledgment

We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge, and wisdom has ensured the continuation of culture and traditional practices.

We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.

DEECA Aboriginal Employment and Development Support

DEECA is committed to support the self- determination of Traditional Owners and Aboriginal Victorians. This is supported by Pupangarli Marnmarnepu ‘Owning Our Future” Aboriginal Self-Determination Reform Strategy 2020-2025 [Pupangarli-Marnmarnepu-Owning-Our-Future-Aboriginal-Self-Determination-Reform-Strategy-2020-2025.pdf (delwp.vic.gov.au)](https://www.delwp.vic.gov.au/__data/assets/pdf_file/0038/483887/Pupangarli-Marnmarnepu-Owning-Our-Future-Aboriginal-Self-Determination-Reform-Strategy-2020-2025.pdf)

Aboriginal employees are supported, connected, and developed with the assistance of DEECA’s First Peoples Employment and Development Team. Employees can join the Aboriginal Staff Network (ASN). The ASN hold forums, workshops and development sessions to assist staff on their journey at DEECA.

For any questions/queries please email aboriginal.employment@deeca.vic.gov.au. We can assist you with your application and help to prepare you for this process.

**Aboriginal Cultural Safety**

Cultural safety of Traditional Owners and Aboriginal Victorians, as an underpinning principle of self-determination, is embedded in everything we do. Under the Aboriginal Cultural Safety Framework DEECA is committed to creating a culturally safe workplace, where there is space for culture to live and for spiritual and belief systems to exist. For further information, please contact self.determination@deeca.vic.gov.au.

About Traditional Owners and Custodians

For over a thousand generations, Traditional Owners and Custodians have cared for and managed the Countries across what we now refer to as Victoria. Traditional Owners and Custodians have spiritual, physical, and cultural connections to Country that remain unbroken and strong.

We need to learn from their experience and begin bringing traditional and western practices together.

DEECA acknowledges the Traditional Owners and Custodians of the beautiful land, seas and waterways that make up the State of Victoria and pays respect to Elders past present and future.

Position purpose

The Manager Workforce Strategy and Culture will play a critical role to ensure the group has the workforce, culture and capability it needs to be successful and achieve its objectives.

The role will prepare and provide strategic and technical advice; deliver programs and projects and operational support and services for the Office of the Deputy Secretary, Senior Leaders and employees within the group and work closely with a range of internal and external stakeholders.

You will champion a safe, positive and engaged workplace culture utilising your innovative and technical human resource skill set to drive connected initiatives and services.

Context

*The Group*

The Water and Catchments Group (WCG), in partnership with water corporations, catchment management authorities, Traditional Owners and the community, is responsible for managing Victoria’s water and catchment resources.

*The Division*

The Office of the Deputy Secretary, Water and Catchments supports the Deputy Secretary Water and Catchments, as well as the broader Water and Catchments Executive team to deliver on Government priorities for management of our water and catchment resources. The Office provides advice and analysis of matters of cross-portfolio, strategic importance to the Deputy Secretary and WCG Executive, and provides coordination services to the Executive team and broader WCG to support government, ministerial and parliamentary business.

Accountabilities

* Lead the delivery of a People Strategy within the Water and Catchments Group, ensuring initiatives reflect the commitment to ensure the group holds the right skills and capabilities to deliver Water and Catchments strategic programs and services now and into the future; drive self-determination; a safe, positive and engaged workplace culture while monitoring risk and compliance.
* Regular reporting and preparation of briefing material connected to work delivered or overseen by the Workforce Strategy and Culture Team. This includes the delivery of complex and sensitive advice on people and business matters, finances, workforce establishment, and monitoring of initiatives/measures connected to strategic commitments.
* Working within a small team, play a critical role in supporting HR activity. For example, staff movements, attraction and retention initiatives, performance development, training and capability, cultural and wellbeing events and staff engagement surveys.
* Work collaboratively with stakeholders within the group, and more broadly across DEECA and with external stakeholders to drive current and new Water and Catchments Group’s initiatives that will progress commitments to strengthen capability, Aboriginal employment, workload sustainability, strategic workforce planning, safety and wellbeing and a positive workplace culture.
* Adopt and apply OH&S policies and procedures to ensure a safe work environment.
* Practice cultural safety by creating environments, relationships and systems free from racism and discrimination so that people can feel safe, valued and able to participate.

Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

**Specialist/Technical Expertise/Qualifications**

* Demonstrated experience in development and delivery of workforce planning and organisation development in a government environment is highly desirable.

**Capabilities**

**Strategic Planning/Planning and Organising**

* Inspires a sense of purpose and direction within context of the organisation’s current and future role.
* Considers the ramifications of issues and long-term impact of work being done.
* Sets clearly defined objectives and priorities.
* Liaises with others when organising work.

**Influence and Negotiation:**

* Implements complex strategies to build buy-in and support from key internal and external clients or stakeholders.
* Actively promotes and drives change using a variety of different influencing approaches to overcome barriers and gain support.
* Manage complex stakeholder issues that are integral to achieving desired outcomes.

**Leadership:**

* Communicates a vision that generates enthusiasm and commitment.
* Identifies potential issues and setbacks and guides team to optimise outcomes.
* Models the behaviour expected of others.

**Project Management:**

* Uses understanding of political sensitivities to actively champion and influence key stakeholders to support programs of work.
* Quickly sums up complex options and recommends a clear way forward.
* Monitors overall project performance against project plans.

Position specific requirements

|  |  |
| --- | --- |
| Financial Delegation Value | A declaration of Private Interests will be required for positions with financial delegations of >$20,000 |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work
 |
| DEECA will conduct relevant checks about applicants and the information provided within an application. Checks will include but are not limited to:   | A Declaration and Consent form consenting to DEECA contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required. A satisfactory National Police Check will be required (for all non-DEECA employees). |
|  Employment terms and conditions | Are governed by the *Victorian Public Service Enterprise Agreement 2024* and the *Public Administration Act* *2004.*Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply Non-VPS applicants will be subject to a probation period of six months |
| Privacy  | The department 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. |

About the Department

We employ approximately 6,300 staff, including around 600 seasonal staff, across more than 86 locations throughout Victoria, across energy, environment, climate action, water, agriculture, and resources portfolios.

Our challenge is to maintain Victoria’s liveability, with a population expected to almost double by 2050, while responding to climate change and protecting our natural environment, infrastructure and heritage for future generations. We take a community-centred approach and involve communities and key stakeholders in decisions and policies that affect them and we collaborate across our portfolios to design and deliver services and programs.

For further information about the department, please visit our website [www.deeca.vic.gov.au](http://www.deeca.vic.gov.au)

Our values

Our values are the foundation of our culture and guide how we work together, with our ministers, stakeholders, partners and the community. The departments values are **Teamwork**, **Service Excellence**, **Ownership** and **Wellbeing & Safety**.

Emergency Response and Health and Safety Requirements

The departmentplays a major role in Victoria’s emergency response activities, through an all-hazards, all-emergencies approach. Staff may be directly employed for these roles or may be called upon to support these activities as required following the appropriate training and “fit for work” assessment.

A Diverse, Inclusive and Flexible Workplace

DEECA welcomes applicants from a diverse range of backgrounds and we focus on the essential requirements of the job and being consistent and fair in our treatment of all applicants. Our diversity and inclusion outcome pillars:

1. We are connected to liveable, inclusive, sustainable communities
2. We are diverse
3. We are inclusive and flexible
4. We are safe and respectful

DEECA can provide reasonable adjustments for people with a disability. If you need assistance to fully participate in the application or interview process, please use the contact listed under ‘Position Details’.

**Balancing your Life / Hybrid Working**

We understand that a balanced life is important to our employees and we offer a wide range of flexible options to help you manage family, health, carer responsibilities, study, career or personal interests. Options may include working some days from home or other suitable locations, starting early or late, working part time, job share or accessing paid or unpaid leave in line with our flexible working policy.

To receive this information in an accessible format (such as large print or audio) please call the Customer Service Centre: 136 186, TTY: 133 677, or email customer.service@delwp.vic.gov.au