

Position Description



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| Position Title | Senior Manager, Culture & Inclusion |
| Job Group | Executive |
| Division | People Culture & Engagement Enable and support a high-performance culture where people are capable and empowered to deliver exceptional results for our clients and community so that the TAC is positioned as an employer of choice. |
| Branch | Culture & Inclusion |
| Location | Geelong |
| Reports To | Executive General Manager, People Culture & Engagement |
| No. of Direct Reports | 3-5 |
| No. of Staff Position Oversees | 5-10 |
| Working with Children Check Required? | No |
| Budget Allocation | Operational PC&E Budget: Up to \$2M-\$2.5M and Project Budget: \$300,000-500,000 |

Job Purpose

The Senior Manager, Culture & Inclusion leads the design and delivery of strategic initiatives that drive the TAC's transformational journey to a high performing culture, where our people are connected to purpose and are enabled and empowered to deliver for our clients. This is fulfilled through the leadership of the TAC's organisational development portfolio encompassing culture, values, performance, leadership and talent management and employee listening. The Senior Manager also oversees the TAC's Inclusion & Diversity function to drive change towards more inclusive culture, where all are valued, respected and feel a sense of belonging.

Key Role Accountabilities

Provide overall leadership and management of the Culture & Inclusion function, which includes the key strategic domains of:

Culture & Leadership

- Lead the design and delivery of the TAC's Culture and Organisational Development initiatives that enable the organisation to achieve its strategic goals. These initiatives encompass Culture Strategy, Leadership, Values, Employee Listening and Engagement, Performance, Talent Management, Succession Planning and Leadership.
- Effectively partner with TAC's leadership team to identify and implement relevant Culture & Leadership solutions that support the delivery of TAC's Strategy, providing contemporary thought leadership, advice and design thinking.
- Oversee the TAC's employee opinion and culture surveys, enabling employee voice informed design to enhance the experience of working at the TAC and to drive a high performing culture
- Lead effective project and change management approaches to deliver outcomes, including the establishment of appropriate evaluation processes, monitoring reports and key measures

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- Oversee the curation and delivery of culture change and leadership development engagement activities and events that inspire and motivate our people to learn, grow and deliver.

Inclusion & Diversity

- Lead the development and delivery of the TAC's Inclusion & Diversity strategy including initiatives that drive change to close the inclusion gap experienced by priority Diversity Groups and increase diverse workforce representation.
- Lead the design, delivery, monitoring and reporting of key Action Plan's to advance inclusion of TAC's priority diversity groups, including but not limited to Gender Equality Action Plan, Access & Inclusion Plan and various Whole of Victorian Government Inclusion & Diversity Strategy commitments.
- Oversee and enable the organisation to advance the TAC's reconciliation journey toward building positive and sustainable relationships with the Aboriginal and Torres Strait Islander peoples through the Reconciliation Action Plan
- Lead the development of effective organisational change strategies and projects that positively transform and enrich the organisation's inclusive culture
- Identify and drive opportunities to align the Inclusion & Diversity Strategy with other enterprise change projects, organisational development programs, capability and strategic priorities, engaging with Leaders across the business

Senior Leadership

- Engage and influence stakeholders across all levels of the organisation, including the Executive Leadership Team and the Board, and external providers to align Culture & Inclusion programs with the Strategic planning and enterprise governance, ensuring successful implementation of initiatives
- Provide reporting at ELT and Board level of a range enterprise people data and analytics, to enable the development of insights that inform organisational decision-making.
- Provide thought leadership, coaching and strategic advice on practice expertise across the TAC leadership teams to build leader capability and support high performance
- Oversee the procurement and management of contracts of specialist providers and consultants to ensure cost effective delivery of high quality services and programs
- As a member of the PC&E Senior Leadership Team, lead and inspire high performance in the Culture & Inclusion Branch and across the Division.
- Lead functional business planning, budgeting, risk management and compliance with corporate obligations for Culture & Inclusion, including the establishment of strategic objectives and performance indicators, which enable clearly articulated objectives and goals to the Branch.

Key Selection Criteria

Relevant Qualifications, Work Experience & Specialised Knowledge

- Extensive experience leading teams and developing, coaching and mentoring individuals
- Experience designing and delivering People Strategies
- Significant experience in design, development and implementation of organisational development and transformational change programs
- Extensive experience managing multiple projects and operational budgets concurrently
- Demonstrated experience providing strategic advice and direction to senior executives around the spectrum of organisational development activities
- Proven capability in effective stakeholder management at a senior/executive level in a complex environment
- Strong business acumen and strategic thinking capability

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- Demonstrated experience in leading or supporting strategic organisational redesign
- Specialist knowledge of Employee Experience design, Inclusion, Talent and Leadership Development

Capabilities

As well as the technical skills required for the role above, our TAC capabilities are our building blocks for success.

- **Courage** – Taking action or speaking up, despite uncertainty or opposition.
- **Accountability** – Taking accountability and seeing it through.
- **Adaptability** – Adapting to changing needs and conditions.
- **Curiosity** – Openness to new ideas and learning.
- **Systems thinking** – Seeing the whole beyond the parts.
- **Critical thinking** – Analysing issues to form judgements.
- **Empathy** – Connecting with the experience of others.
- **Collaboration** – Working together to achieve shared goals.

Organisational Responsibilities

As per the Victorian Occupational Health and Safety Act 2004, TAC employees must take reasonable care for the health and safety of themselves and others, and not put others at risk by any act or omission. Employees must cooperate with the TAC about any action taken to meet OHS obligations, this includes; following safe work practices and reporting incidents and hazards. Employees must not intentionally or recklessly interfere with or misuse anything at the workplace to support health, safety and welfare.

Uphold the TAC’s commitment to inclusion and diversity by role modelling inclusive and respectful behaviours, in line with the TAC’s values, capabilities and policies.

Participate in identification and development of initiatives, risks, changes, recommendations and implementation of appropriate work practices, policies and guidelines to improve efficiency and/or effectiveness of work.

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|--------------------------|------------------------|
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| Revision Number | 4 |
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