

Position Description

Approved July 2023

Position Title	Director, People Services (VPS)				
Group	People and Executive Services				
Division	People Strategy and Operations (VPS)				
Branch / Unit	People Services Branch				
Job Family	Leadership; Corporate Services				
Classification	SES-1	Employment Status	Executive Contract	FTE	1.0
Salary Range	\$216,376 - \$279,238 (Total Remuneration Package)				
Position reports to	Executive Director, People Strategy and Operations (VPS)				
Location	Melbourne CBD				
Position Contact	Dean Unkles, Peter William Partners on Mob: 0433 822 718 dean.unkles@peterwilliampartners.com				

ABOUT THE DEPARTMENT

The department leads the delivery of education and development services to children, young people and adults both directly through government schools and indirectly through the regulation and funding of early childhood services, non-government schools and training programs.

Information about the structure of the department, including details about each of our Ministers, key staff, regional offices, strategy and annual reports are available at:

<http://www.education.vic.gov.au/about/department/Pages/default.aspx>

ORGANISATIONAL VALUES

Victorian Public Sector Values

DE employees commit to the public sector values as outlined in Section 7 of the Public Administration Act 2004, DE has adopted these values.



For more information on the DE's values, visit:

<http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

ROLE CONTEXT

The People and Executive Services group supports education through expert services that enable the department to deliver necessary systems such as VPS people services, corporate workplace accommodation, and employee safety, diversity and inclusion, and wellbeing. People and Executive Services also delivers school operational policy reform and engagement, and provides the department with communications and media support, legal services, and ministerial services, including Cabinet and Parliament support. Other functions People and Executive Services provides for the department include knowledge and records management, privacy, FOI, integrity and assurance.

People Strategy and Operations (VPS) is a division within the People and Executive Services group. The Division provides end to end people services to the department's 4,000+ VPS employees, and provides strategic workplace relations advice and support to the VPS, and early childhood sectors. The Division comprises the following branches:

People Services (VPS)

Workplace Relations and Business Partnering (VPS)

Workforce Strategy (VPS)

Working Places Strategy and Design.

People Services (VPS) Branch is responsible for the provision of support and advice to the corporate workforce in the areas of payroll, staff administration and recruitment services.

Through the above services, the Branch develops and implements strategies to attract and retain high-quality employees to the organisation, systems and processes are implemented and monitored effectively, and promotes a workplace culture of high performance, empowering innovation and encouraging strengthening capabilities and continuous improvement.

ROLE PURPOSE

The role of Director, People Services (VPS) Branch will lead transformational change and continuous improvement to achieve client service excellence managing the end-to-end HR operations for recruitment and payroll for the department's corporate workforce, with an ongoing focus on a collaborative culture.

The Branch also provides recruitment, payroll and data and reporting support to other Victorian Public Service departments. As part of the People and Executive Services, and People Strategy and Operations (VPS) Division leadership teams, the Director will:

- Lead process improvement to achieve client service excellence through streamlining process and taking an innovative approach.
- Lead the delivery of timely and efficient payroll and recruitment services and be a recognized expert.
- Foster a culture of continuous improvement in service delivery through identifying, anticipating and managing complex issues to ensure the achievement of the branch, division and groups goals.
- Represent the branch and division at committees and present papers to Executive Board.
- Take a leadership role in the provision of HR services to other agreed government department.
- Develop and manage relationships with internal and external stakeholders and liaise and consult during times of change, resolving issues and meeting expectations.
- Represent the department and own work area externally for contemporaneous sharing of best practice and to gain commitment to projects, and delivery of activities to meet timelines, as well as to manage feedback. Manage the branch budget within guidelines to meet defined financial outcomes.

KEY ACCOUNTABILITIES	KEY OUTCOMES
Direction setting and supervision	<ul style="list-style-type: none"> • DE's vision, purpose and strategic priorities are embedded in the area's work • Staff can clearly state the link between their work and business outcomes at the unit, division and organisational levels • Victorian Public Sector values are modeled, incorporated and reflected in the way the area works, assesses performance, and in its key business documents • Leadership is provided to navigate the political context and manage stakeholder relationships
Strategic and business planning and reporting	<ul style="list-style-type: none"> • Aligned and effective strategic business plans are developed, which reflect organisational priorities and government reform agendas as they apply to education • Outcomes of aligned and effective strategic business plans are delivered and reported on by the team
Team effectiveness management	<ul style="list-style-type: none"> • A resilient, diverse and high performing team is established and maintained • A collaborative and effective workplace is established and maintained • A safe and healthy workplace which conforms to compliance standards is established and maintained
Capability planning	<ul style="list-style-type: none"> • Effective and efficient processes and systems are established to deliver on the Department's strategic and operational objectives • The team has the right capability and capacity to deliver on its outputs • Successfully advocates for required project resourcing and support to meet area of responsibility's goals • Staff development needs identified and relevant plans in place • Staff have access to appropriate learning and development opportunities • Career progression and succession planning are in place and aligned to Departmental goals and needs
Strategic consultation	<ul style="list-style-type: none"> • Cooperation, influence and relationships with peers and key internal and external stakeholders are developed and maintained to support strategic VPS human resources

REQUIRED CAPABILITIES	CAPABILITY DESCRIPTION
Influence and Negotiation	<ul style="list-style-type: none"> • Develops and implements long-term, complex and multi-phased strategies to build buy-in and support from key internal and external clients or stakeholders • Implements complex strategies to build buy-in and support from key internal and external clients or stakeholders • Uses a variety of different influencing and negotiating approaches tailored to different clients to achieve desired outcomes
Leadership	<ul style="list-style-type: none"> • Identifies potential issues and setbacks and guides team to optimise outcomes • Recognises and rewards behavior that is aligned with the vision and Victorian Public Sector Values • Motivates others to deliver against goals • Builds team commitment by demonstrating personal conviction • Translates organisational strategy into meaningful long-term plans and objectives for own area of responsibility

People Management	<ul style="list-style-type: none"> Aligns team with organisational values and goals through effective people management and modelling Clearly defines role expectations, monitors performance, provides timely and constructive feedback and facilitates employee development Ensures staff are effectively deployed through effective workforce planning practices Maximises effectiveness by selecting, developing, managing and motivating a diverse, high performing team where people feel valued and want to do their best
Strategic Planning	<ul style="list-style-type: none"> Considers the ramifications of issues and long-term impact of work being done Inspires a sense of purpose and direction within context Understands the organisation's current and future role Effectively and appropriately develops and uses evidence to support and develop approaches to strategy and policy
Results Orientation	<ul style="list-style-type: none"> Ensures the team understands and takes ownership of work to execute the organisation's vision and strategy Sets and achieves ambitious goals for themselves and for their group Harnesses others' energy and diverse skills in achieving results Displays a strong improvement orientation by removing barriers to staff and organisational performance Perseveres when the 'going gets tough' and in the face of resistance or setbacks
Resource Management	<ul style="list-style-type: none"> Anticipates and manages risks Ensures value for investment is achieved Negotiates for necessary resources from corporate budgets and other sources Oversees development and management of complex budgets with multiple cost centre managers
Conceptual and Analytical Ability	<ul style="list-style-type: none"> Deals with concepts, ambiguity and complexity comfortably Makes sound and timely decisions balancing judgement, analysis and intuition Uses analytical and conceptual skills to reason through problems
Developing Others	<ul style="list-style-type: none"> Actively seeks to improve others' skills and talents by providing constructive feedback, coaching and training opportunities Empowers others by investing them with the authority and latitude to accomplish tasks
Learning Agility and Curiosity	<ul style="list-style-type: none"> Is open and responsive to change Is intellectually curious and open to new ideas and the challenges of unfamiliar tasks Is adaptable and flexible Encourages openness to change in others and creates a culture where new ideas are valued, fostered and shaped Stretches others' thinking about how to view issues and potential ways forward

QUALIFICATIONS

- Essential: Tertiary qualification in a relevant discipline and/or relevant experience
- Desirable: Post Graduate degree a related discipline

KEY SELECTION CRITERIA

Criteria 1 : 'Victorian Public Sector Values' as detailed in Organisational Values section above

Criteria 2 : 'Leadership' as detailed in the Required Capabilities section above

Criteria 3 : 'Strategic Planning' as detailed in the Required Capabilities section above

Criteria 4 : 'People Management' as detailed in the Required Capabilities section above

Criteria 5 : 'Results Orientation' as detailed in the Required Capabilities section above

OTHER RELEVANT INFORMATION

- Applicants should keep a copy of the position description as it cannot be accessed once the job has closed.
- Candidates are advised that the key selection criteria must be addressed. Visit <http://www.careers.vic.gov.au/vacancies/tips-for-applying> for guidelines and tips for applying for government positions and addressing key selection criteria.
- The Department values diversity and understands the unique challenges that individuals may face in the recruitment process. If you would like to request reasonable adjustments (<https://www.education.vic.gov.au/hrweb/divequity/Pages/disability.aspx>) for the recruitment processes for this role or want more information about how the Department supports inclusive recruitment, please go to:
 - Human Resources (<https://www.education.vic.gov.au/hrweb/Pages/contactus.aspx>) or get in touch with the contact person listed on this job advertisement
 - Diversity and Inclusion (<https://www.education.vic.gov.au/hrweb/divequity/Pages/default.aspx>)
 - Aboriginal and/or Torres Strait Islander applicants can contact Brett West, Yamatji man, in the Koorie Outcomes Division to talk about the recruitment process, the Department and supports for Aboriginal and/or Torres Strait Islander people in the Department. Mobile: 0477 726 801 or email on: brett.west@education.vic.gov.au
 - Candidates with disability can contact the Department's Enablers Network on email: det.enablers@education.vic.gov.au to find out more about the Department and the support for staff with disability.
- Successful applicants are subject to a satisfactory criminal record check prior to employment. New DE employees are required to meet the cost of the criminal record check.
- If appointed from outside DE, successful applicants will be required to complete a pre-employment health declaration.
- A probationary period of up to 6 months may apply for a person appointed to an ongoing position from outside the Public Service or the Teaching Service.
- All DE employees are required to comply with relevant legislation, including legislation regarding the management of Departmental records, the Code of Conduct for Victorian public sector employees and Departmental policies and procedures in the conduct of their employment.
- Standard public service terms and conditions apply. Information about DE's operations and employment conditions can be obtained from the following websites: <http://www.education.vic.gov.au/> and <http://www.education.vic.gov.au/hrweb>.
- To support DE's commitment to its Environmental Management System, DE employees are expected to act in an environmentally responsible manner at all times.
- For Allied Health employees working in the regions, a current driver's licence is mandatory, and a capacity to access private transport with approved comprehensive insurance cover.
- For regulatory early childhood employees working in the regions, a current driver's licence is mandatory.

PRIVACY NOTIFICATION

We are collecting your personal information for the purposes of processing and considering your application for employment. We will use and disclose the information we collect from you only for these purposes. Unsuccessful job applications are retained for six (6) months and then securely destroyed.

Your personal information is kept secure and confidential and managed in accordance with the Department of Education and Training Information Privacy Policy. If you have any concerns about how your information is being managed or wish to obtain a copy of the Department's Information Privacy Policy, please contact Corporate People Services on 9637 3828 or visit our website <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

How to Apply

Applications must include resume and a one page cover letter outlining your expression of interest and relevant expertise for the position, attached as MS Word or PDF, to be submitted via info@peterwilliampartners.com.

Queries close: 5pm AEST Monday 31st July 2023

Applications close: 5pm AEST Wednesday 2nd August 2023

Peter William Partners have been exclusively retained by DE to deliver this executive search. Any unsolicited applications will be redirected to Peter William Partners and managed via the campaign. Applicants must be either an Australian Citizen, Permanent Resident or hold a valid working visa. Incomplete applications will not be acknowledged.

If you experience any difficulty in lodging your application, please contact: info@peterwilliampartners.com