

Job Profile

Position: **Director, People and Culture**

Division: **Office of the Chief Executive**

Remuneration: **Executive Level A**

THE ORGANISATION

The Courts Administration Authority (CAA) is constituted by the *Courts Administration Act 1993*. The Act established the State Courts Administration Council as an administrative authority independent of control by executive government and to confer on the Council power to provide courts with the administrative facilities and services necessary for the proper administration of justice.

Participating courts of the Authority are the Supreme Court, District Court, Environment, Resources and Development Court, Youth Court, Magistrates Court, and the Coroner's Court.

THE ROLE

This role, reports to the State Courts Administrator. The Director, People and Culture will build on the human resource function to develop a fit-for-purpose people and culture function within the CAA. Working with the State Courts Administrator and the Executive Leadership Team to develop and implement a people and culture strategy to support the authority in creating a respectful, inclusive and high performing culture.

The position will lead and develop the People and Culture team that provides expert, considered and, as needed, confidential advice to the Executive Leadership Team and business unit leaders on all aspects of human resource management. Relevant areas include change management, learning and development, performance and development, recruitment, payroll, Work Health and Safety and return to work, workforce planning, and industrial and employee relations.

The Director People and Culture will exercise a high-level of judgement in decision making and have exceptional interpersonal skills. The incumbent will work closely with the State Courts Administrator and other members of the Executive Leadership Team, managers, and staff across the CAA. The position operates in a complex and changing environment. There is a need to develop and foster

strong relationships across CAA, with other public sector agencies and other entities such as the Office for the Commissioner for Public Sector Employment.

KEY RELATIONSHIPS

This position maintains key working relationships with:

Internal:

- Reports to the Chief Executive (State Courts Administrator)
- Works in partnership with the Executive Leadership Team
- State Courts Administration Council
- Senior managers and staff across the CAA
- Project Boards/Governance Committees

External:

- Office for the Commissioner for Public Sector Employment
- Other SA government agencies
- External stakeholders such as, the Crown Solicitor's Office, Treasury and Finance, Attorney Generals Department (Industrial Relations and Policy Branch) and the Public Service Association
- External consultants

KEY ACCOUNTABILITIES / RESPONSIBILITIES

- Provide high level advice and support to the State Courts Administrator, Executive Leadership Team and business unit leadership on strategic and operational people and culture matters – in particular complex and, at times, time-sensitive confidential matters.
- Develop a people and culture strategy that prioritises the work of the people and culture team and guides the organisation in the creation of a respectful, inclusive and high performing culture.
- Build, develop and lead a high performing People and Culture team including the CAA payroll function.
- Manage the delivery of core and strategic human resource functions, including change management, learning and development, performance development, workforce planning, recruitment, payroll, WHS, Return to Work, employee and industrial relations.
- Develop and maintain policies and procedures that shape, inform and guide effective human resource strategies and practices for the authority.
- Build and manage relationship with external stakeholders such as the public sector unions, Equal Opportunity Commission, and the SA Employment Tribunal.
- Work collaboratively with other government agencies such as the Commissioner for Public Sector Employment's Office, Treasury and Finance and the Crown Solicitor's Office.
- Work collaboratively with CAA leaders and staff to build organisational capacity, capability and trust.
- Ensure CAA meets its legislative, audit and other obligations in relation to industrial and employee relations issues and work, health and safety.
- Develop and implement an approach to workforce planning to assist recruitment and retention and succession planning.

- Develop and implement effective procedures and systems for the reporting and resolution of employee complaints.
- Pro-actively safeguard the health and wellbeing of staff by ensuring safe work practices are undertaken by self and others in the workplace.
- Embrace and contribute towards diversity and cultural differences in the workplace.
- Allocate and manage resources to meet the current and emerging workloads within budget and in line with financial delegations.

SELECTION CRITERIA

- Ability to build organisational capability and lead staff to achieve effective outcomes.
- Experience in and an understanding of organisational and capability development, workforce planning and management, business improvements and governance.
- Experience in the leadership of strategic human resource management and cultural change
- Expert understanding in the design of a quality people and culture function, human resource practice, methodology and delivery.
- Ability to work independently, be accountable, maintain confidentiality and work under pressure in a diverse workplace.
- Ability to manage a geographically dispersed team in a virtual setting and inspire others.
- Exceptional interpersonal and communication skills including listening and empathy.
- Strong skills in negotiation, consultation, and conflict resolution with the ability to manage internal and external stakeholders.
- Proven influencing and negotiating capabilities in a change management context.
- Proven ability to maintain the vision for change through personal drive, commitment, and resilience.
- Demonstrated strategic thinking, conceptual and analytical skills, and creativity.
- High-level political acumen, diplomatic skills and understanding of complex organisational dynamics.

Desirable:

- Degree or post graduate qualifications in human resource management or similar.

SPECIAL CONDITIONS

The following special conditions apply to this position:

- Appointment is under the *Courts Administration Act 1993*. Terms and Conditions of employment are governed by the *Public Sector Act 2009*.
- Appointment is dependent upon a current National Police Certificate that the CAA finds satisfactory.
- As a justice agency, the CAA may receive details of spent convictions as part of any Criminal History Screening and use this information in the selection process.