

Capability Statement Manager, People & Culture

The capability statement is completed in addition to your letter of application and resume/curriculum vitae. It is to provide the selection panel with a clear outline and demonstration of how your skills apply to the advertised position.

Please complete this form to describe how you meet the *essential* criteria required for the role from the role statement. Some of your examples may relate to a number of criteria. Please use examples from previous roles and experience to demonstrate how you meet the criteria where able.

Your Name:

Section B – Technical Expertise:

Essential:

- Significant level of knowledge relating to Government legislation, policies, procedures and activities relating to WHS and HR including how this applies to the Trust's Strategic Directions and operations .
- Demonstrated knowledge of contemporary change management, recruitment and selection, induction, staff development and performance management practices.

Desirable:

- Familiarity with the History Trust of South Australia and its operations

Enter your response here:

Section B – Personal Abilities:

- Proven ability to exercise confidentiality, diplomacy and discretion while navigating sensitive or complex workplace matters.
- Demonstrated ability to assess and resolve complex WHS and HR issues using analytical and problem-solving skills within an operational context.
- Strong ability to communicate effectively, both verbally and in writing, establish and maintain effective working relationships with a diverse range of people, and prepare clear and concise reports with recommendations on complex and sensitive issues.
- Proven ability to employ strong interpersonal skills; a confident and professional approach to dealing with a wide range of stakeholders.
- Demonstrated ability to work under broad direction, both individually and as a member of a team, exercise a significant level of responsibility, judgement and initiative in managing multiple priorities with a focus on meeting deadlines and delivering results. .
- Demonstrated ability to work in an efficient and co-operative manner, balance competing demands and resources, make informed decisions and respond with enthusiasm and flexibility to deal positively with change

Enter your response here:

Section B – Experience:

- Proven experience in coordinating and implementing WHS and HR programs, projects and change management initiatives, ensuring effective planning execution, documentation, evaluation, reporting on and support. .
- Demonstrated experience in interpreting and applying contemporary HR and WHS Legislation, policies and procedures to identify priorities and provide information to managers ensuring effective implementation, risk management and compliance with legislative and policy requirement. .
- Experience in conducting audits and reviews of WHS Management Systems to ensure compliance and continual improvement.
- Experience in supporting and embedding positive workplace culture change successfully in a self-insured environment.

Enter your response here: