

Role Statement



ROLE TITLE	Manager, People and Culture	POSITION NO.	P09132
CLASSIFICATION	ASO6	REVIEWED DATE	Feb 2025
PORTFOLIO	Business Unit		
AGENCY	History Trust of SA		
ANZSCO CODE	1323		

QUALIFICATIONS	
Desirable Qualifications in business administration, WHS, and/or HR management	
ROLE PURPOSE/CONTEXT	
The Manager, People and Culture is responsible for coordination and oversight of HR & WHS programs at the History Trust of SA, and the provision of operational and strategic advice to management and employees on a wide range of HR & WHS systems, processes, policies, legislation and Australian Standards.	
REPORTING/WORKING RELATIONSHIPS	
<ul style="list-style-type: none"> • Reports to: Manager, Business Unit • Direct reports: WHS & Risk Advisor, People and Culture Officer • Responsible for the WHS & Risk Committee • Working relationship with the Department for Education: Human Resources, Work Health Safety, Injury Management, Employee Relations, Industrial Relations 	
SECTION A	RESULTS TO BE ACHIEVED
	<ul style="list-style-type: none"> • Coordinate the development, implementation and evaluation of HR and WHS processes, programs and workforce re-alignment and change management initiatives in accordance with the Trust's strategic and operational goals and government policies. . • Coordinate the delivery of WHS Management Systems, risk management systems, corrective actions, and other WHS systems, projects or tasks undertaken at the History Trust of SA. • Implement, review and contribute to the continuous improvement of effective HR & WHS policies and processes, ensuring alignment with best practice and legislative requirements. • Provide expert advice, support and operational oversight on a diverse range of HR matters, policies, legislation and systems including matters of sensitive, critical or complex nature. • Provide expert advice, guidance and recommendations to managers and employees of the History Trust on a range of WHS matters including WHS Management, policies, legislation, and systems. . • Coordinate the delivery of HR functions such as recruitment and selection, induction, staff development, performance management and other HR systems, projects or tasks undertaken at the History Trust of SA. • Ensure the effective operational oversight and coordination of HR and WHS business operations including the performance, development and management of assigned staff. • Support HTSA portfolios to comply with History Trust and SA Government policies and processes. • Prepare reports and recommendations on HR & WHS matters for senior management to support the operations objectives. • Ensure the effective and compliant operation of the WHS & HR functions at the History Trust of SA. • Foster a culture of genuine consultation and communication between key stakeholders, both internal and external, in regards to WHS, IM, and HR.
SPECIFIC REQUIREMENTS	

Role Statement



Engagement in this role is subject to a satisfactory Department of Human Services Working With Children Check. A renewal will be required every 5 years.

Out of hours work may be required, and interstate travel may be required.

Intrastate travel will be required.

All History Trust of SA employees are required to work in accordance with the Code of Ethics for South Australian Public Sector, policies, procedures and legislative requirements including but not limited to:

Work Health and Safety Act 2012 (SA); Return to Work Act 2014 (SA); Equal Employment Opportunities (including prevention of bullying, harassment and intimidation); Children’s Protection Act 1993 (Cth) – ‘Notification of Abuse or Neglect’; Public Interest Disclosure Act 2018; Disability Discrimination; Information Privacy Principle; Relevant Awards, Enterprise Agreements, Public Sector Act 2009, History Trust of SA Act 1981, and OCPSE Determinations and Guidelines; Relevant Australian Standards; Applying the principles of the South Australian Government’s Risk Management Policy to work as appropriate; Maintain accurate and complete records of business activities in accordance with the State Records Act 1997.

All History Trust of SA employees commit to value and respect the needs and contributions of First Nations employees and visitors, and commit to the development of intercultural capability.

This role is based at **Office of CEO**. Depending on work requirements the incumbent may be transferred to other locations across the History Trust to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees.

SECTION B	SELECTION CRITERIA
TECHNICAL EXPERTISE	
Essential:	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • Familiarity with the History Trust of South Australia and its operations 	
PERSONAL ABILITIES	
<ul style="list-style-type: none"> • 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 	

Role Statement



EXPERIENCE

Essential

- 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.

Desirable

- Awareness of South Australian history and the arts, culture and heritage networks.

Role Acceptance

I have read and understand the responsibilities and organisational context as outlined in this role statement and agree to adhere to the values of the SA Government and History Trust of SA as described within this document.

Occupant Name: _____ Occupant Signature: _____ Date: _____