

## Position Description

### SECTION 1

**POSITION TITLE:** Manager People, Culture and Safety

**TYPE of EMPLOYMENT:** Fixed Term (3) Year Contract

**KEY FOCUS OF THE ORGANISATION** (WAFC Vision):

Connecting and enhancing WA communities through our great game

### CORE VALUES

At the West Australian Football Commission, we value

- **OUR PEOPLE**  
We care for, support and develop our people  
We are one united team committed to delivering our agreed objectives  
Together we celebrate our successes and achievements
- **OUR RELATIONSHIPS**  
We deeply value the players, volunteers, stakeholders and fans of our game  
We are committed to building relationships that are enduring  
We earn trust through our behaviours and communications
- **BEING OUR VERY BEST**  
We strive to give our best every day  
We are recognised as an organisation that gets things done  
We bring passion, perseverance and a positive attitude to everything we do
- **LEADING OUR INDUSTRY**  
We respect our history as we shape our future  
We work in partnership to ensure football's success  
We aim to set the standards for our industry

**KEY FOCUS OF THIS POSITION** (Why this job exists):

To manage and support the delivery of all people and safety programs and initiatives across the organisation.

<b>REPORTING RELATIONSHIPS</b>		
<b>POSITION REPORTS TO:</b>	<b>DEPARTMENT / BUSINESS UNIT:</b>	<b>DIRECT REPORTS:</b>
Executive Manager Governance, Strategy & People	Governance, Strategy & People	People & Culture Specialist People, Culture & Safety Administrator Receptionist (2)

<b>SECTION 2</b>	
<b>KEY RESPONSIBILITIES / DUTIES IN THIS POSITION</b>	
<b>KEY RESPONSIBILITIES</b>	<b>DUTIES</b>
<b>HR Management</b>	<ul style="list-style-type: none"> <li>• Support the development and manage the execution of the People and Safety strategy for the WAFC;</li> <li>• Monitor compliance with, and the effectiveness of all HR policies and procedures;</li> <li>• Manage the delivery of all operational and transactional HR support, including recruitment, employee relations, staff development, workers' compensation and reward &amp; recognition;</li> <li>• Effectively manage the People and Safety budget;</li> <li>• Provide effective, accurate and timely support and advice for all people-related matters.</li> </ul>
<b>Learning and Development</b>	<ul style="list-style-type: none"> <li>• Support the Executive Manager of Governance, Strategy and People in developing and implementing a learning and development framework;</li> <li>• Support staff in their learning and development goals;</li> <li>• Manage the Performance and Development Planning process across the organization;</li> <li>• Develop and deliver key staff learning and development events;</li> </ul>
<b>HSE Management</b>	<ul style="list-style-type: none"> <li>• Support the organization in adopting OH&amp;S best practice, leading to accreditation</li> <li>• Provide overall management of HSE systems and initiatives;</li> <li>• Chair the HSE Committee and coordinate documentation including the agenda and minutes;</li> </ul>

	<ul style="list-style-type: none"> <li>Oversee the preparation of monthly reports on HSE performance including metrics, trends and other indicators.</li> </ul>
<b>Change Management</b>	<ul style="list-style-type: none"> <li>Utilise suitable change management processes and methodologies, for all change initiatives and other key projects.</li> <li>Provide recommendations for improvement initiatives and other positive cultural programs, relating to people and safety.</li> </ul>
<b>Project Management &amp; Reporting</b>	<ul style="list-style-type: none"> <li>Assist in developing business unit plans;</li> <li>Work with the Executive Manager of Governance, Strategy and People to establish business unit goals, objectives, policies and operating procedures;</li> <li>Deliver business unit projects in conjunction with the team;</li> <li>Provide reports to key stakeholders as required.</li> </ul>
<b>Reception</b>	<ul style="list-style-type: none"> <li>Manage the resourcing and customer service standards across all WAFC Reception activities.</li> </ul>

<b>SECTION 3</b>  <b>COMPETENCIES REQUIRED FOR THIS POSITION:</b>	
<b>1. Technical Knowledge</b> In depth knowledge of HR technical competencies and good working knowledge of occupational health and safety practices.	<b>6. Initiative</b> Taking independent action to positively influence events without receiving direct instructions whilst remaining in the limits of defined accountabilities.
<b>2. Computer literate</b> Advanced knowledge of Access, Word, Excel, Explorer, Outlook and PowerPoint.	<b>7. Planning and Organising</b> Able to develop and deliver clear and in-depth plans for the team to deliver against priorities, reporting issues and risks in a timely manner.
<b>3. Effective Communication</b> Ability to clearly convey information and ideas through a variety of media, including presentations at meetings, and written documents in a manner that engages the audience and ensures comprehension of the message.	<b>8. Relationship building</b> Ability to engage with all staff, building meaningful relationships quickly and maintaining them over-time
<b>4. Business partnering</b> Working with others in the business to understand their needs and requirements, partnering to deliver tailored solutions.	<b>9. Judgement</b> Ability to make carefully weighted decisions and take actions based on the information available, taking situational constraints into account.
<b>5. Teamwork</b> Willingness to contribute to the team and to work effectively and cooperatively with other team members, in order to achieve team and organisational goals.	<b>10. Problem Solving</b> Ability to recognise a problem, identify possible causes, generate alternative solutions and select the most appropriate course of action giving full consideration to all factors.

**SKILLS EXPERIENCE REQUIRED TO UNDERTAKE THE POSITION: (Essential or Desirable)**

**SKILLS**

- Demonstrated leadership skills with a strong focus on team orientation (E);
- Strong written and oral communication skills (E);
- Good relationship building and networking skills (E);
- Good project management skills (E);
- Knowledge of Employment legislation, the Fair Work Act and contemporary HR best practice (E);
- Knowledge of OH&S legislation and OH&S best practice (E);
- Strong people management and team management skills (D);

**EXPERIENCE**

- Minimum 5 years' experience in a generalist HR Manager position, providing business partnering to managers and staff across the organisation (preferably small to medium-sized organisation) (E);
- Relevant tertiary qualification in Human Resources or related field (E)
- Demonstrated experience across HR Policy, Recruitment, Workforce Planning, Employee Relations, Staff Development, Workers' Compensation and Reward & Recognition (E);
- Previous change management experience; demonstrated effectiveness during times of significant change and transition; as well as experience with, and understanding of change management processes and methodologies (E);
- Experience preparing quality business documentation including reports, proposals, presentations and policies (E);
- Previous experience managing OH&S (E);
- Previous experience of managing people (D);
- Experience working in sport or another not-for-profit environment (D).