

## POSITION DESCRIPTION

<b>Role Title:</b>	Senior People and Culture Partner
<b>Position Number:</b>	100330
<b>Work Unit/Division:</b>	People and Culture, Corporate Services
<b>Classification:</b>	VPSG 5
<b>Salary range:</b>	\$113,022 to \$136,747 per annum, plus 12% employer superannuation contribution
<b>Employment Type:</b>	Fixed Term – 3 months
<b>Position Reports to:</b>	Head of People and Culture
<b>Location:</b>	Victorian Ombudsman (VO) Level 2, 570 Bourke Street, Melbourne 3000

### About Us

The Victorian Ombudsman (VO) provides a free, independent, accessible and impartial service to the public. Our purpose is to ensure fairness for the public in their dealings with the Victorian public sector, to improve public administration, and engage within both public organisations, the government sector and the broader community. The *Ombudsman Act 1973* (Vic) is the governing legislation.

The VO's role is to ensure that the services of state and local government, and other public organisations are delivered in a fair and reasonable manner that is compatible with the *Charter of Human Rights and Responsibilities Act 2006* (Vic) and that human rights have been taken into consideration in decision making.

### About the role

The Senior People & Culture Partner will work with the Head of People & Culture and the VO People & Culture team, to assist in supporting the Victorian Ombudsman's strategic framework, and the VO People Strategy.

The role requires someone with contemporary and proven experience in delivering and reporting on key P&C initiatives such as DEI and GEAP. Success will be measured by the ability to interpret and analyse data to develop compelling narratives in support of key P&C initiatives and to inform future strategies and approaches.

### Key Accountabilities

- Demonstrated knowledge and practical working experience in contemporary HR theory and practice, particularly in the areas of Gender Equality and DEI strategy development and reporting.
- Working experience in using SAP SuccessFactors HR system, or equivalent modern HRS and LMS particularly for reporting purposes.
- Demonstrated track record in analysing and interpreting complex data to develop compelling narratives in support of key P&C initiatives and to inform future strategies and approaches.
- Must be a proactive team player with a 'can do' attitude, be highly organised and capable of juggling multiple priorities.

- Excellent excel and data analysis skills
- Excellent attention to detail.
- Tertiary qualifications in human resources or a related discipline (preferred).

### Key Selection Criteria

1. Demonstrated knowledge and practical working experience in contemporary HR theory and practice, especially in the areas of Gender Equality and DEI strategy development and reporting.
2. A minimum of 3 years+ working experience in using SAP SuccessFactors HR system, or equivalent of a modern HR system for data and reporting purposes.
3. Demonstrated track record in proactively delivering sound and contemporary best practice methods and strategies relating to Gender Equality and DEI.
4. Excellent excel, data analysis skills and attention to detail.
5. Must be highly organised and capable of juggling multiple priorities.
6. Tertiary qualifications in human resources or a related discipline.

### Qualifications and Experience

#### Required:

1. 4+ years professional experience in a similar role.
2. Tertiary qualification in human resources or a related discipline.

### Capabilities

Knowledge and Skills	Capability Description
Data Literacy	Utilise diverse data sources to improve the speed and quality of service delivery and decision-making processes
Digital and Technological Literacy	Integrate digital and technological developments in the design and delivery of relevant policies, programs and services
Systems Thinking	Consider the wider context, break complex topics or situations into smaller parts to gain better insights and inform actions required
Interpersonal Skills	Recognise and regulate one's emotions; understands interests and emotions of others achieve best outcomes possible in an authentic manner.
Critical thinking and problem solving	Objectively analyse and evaluate available data, points of view, needs of stakeholders and potential solutions before recommending relevant actions or decisions.
Strategic Planning	Consider the needs of the stakeholders, organisation, national and global developments to articulate actions that addresses immediate and future needs of the community.
Project Delivery	Define work activities required to deliver against outcomes intended in line with agreed timeframes, resources and ways of working.
Personal Qualities	Capability Description
Flexibility and adaptability	Adjust approach in line with changing priorities, is open to acquiring and developing skills and knowledge, adapt to new ways of working or organise work to deliver results.

Resilience	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations.
Outcomes thinking	Think and work in different ways to create better public value for Victorians; Establish ways to clearly and effectively measure the impact of government activity.
Promote Inclusion	Embrace diversity, draw on insights into the community's beliefs, needs, and values to inform required actions

## Responsibilities

**Environmental:** The Victorian Ombudsman is committed to lead by example, in particular through environmentally sustainable practices in our workplace and activities.

**OH&S:** Under section 25 of the Occupational Health and Safety Act 2004 employees must take reasonable care for their own health and safety and that of others and cooperate with their employer in the workplace.

**Recordkeeping Responsibilities:** As an employee of the officer in charge of a public office, full and accurate records of the business of the office must be kept in accordance with Section 13(a) of the *Public Records Act 1973*.

## Other relevant information:

All appointments to Victorian Ombudsman are subject to reference checks, pre-employment misconduct screening, Working with Children and criminal record checks.

Mandatory checks include:

- Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa.
- The successful applicant will be employed pursuant to the Victorian Public Service Enterprise Agreement 2024 and VO's relevant policies.
- Appointments will be subject to a National Police Check and Working with Children Check
- Completion of a conflict of interest and declarable associations form.
- Satisfactorily complete (as per legislation) a:
  - Statutory Declaration for recruitment purposes
  - Confidentiality Declaration
- All new employees are required to take an oath or affirmation on commencement.
- All new employees will refrain from engaging in any other remunerative employment without the explicit prior consent of the Ombudsman.

**Values:** All VO employees comply with the Victorian Public Sector Employees of Special Bodies values. These values require that public officials demonstrate responsiveness, integrity, impartiality, accountability, respect, leadership, and that they respect and promote human rights.