



## **Job Specification**

### **Manager People, Capability and Corporate Services**

**Classification:** EL1  
**Group:** Finance and Corporate Affairs  
**Location:** Sydney  
**Vacancy Type:** Ongoing  
**Position No:** 20015050  
**Remuneration package:** \$100,198 - \$114,279 (plus 15.4% super)  
**Reports to:** GM, Finance and Corporate Services

### **Contact Officer**

**Name:** Elmer Wiegold  
**Contact number:** 02 9357 9400

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### **About Cancer Australia**

Cancer Australia was established to benefit all Australians who are affected by cancer, and their families and carers. Cancer Australia works to reduce the impact of cancer and improve the wellbeing of those diagnosed by ensuring that evidence informs cancer prevention, screening, diagnosis, treatment and supportive care.

Cancer Australia is a specialist agency providing leadership in cancer control across all cancers and across the continuum of care. Cancer Australia builds the evidence base, analyses, interprets and translates the latest scientific cancer research and data to inform policy and practice, and to provide information and expert advice on cancer control to governments, health professionals and the community.

### **Purpose of position:**

Reporting to the GM Finance and Corporate, you are a leader who will provide support to our Sydney, Melbourne & Canberra offices, executing key HR initiatives and enabling a high-performance culture. Case management, executing key HR initiatives and supporting our internal capability and cultural initiatives will be your focus. You will oversee and manage the overall provision of HR and employee relation services to facilitate programs in our NSW offices - this includes management and coaching of the local HR team, policy implementation, the local Workplace Health and Safety process and providing strategic insight on generalist Human Resources Activities.

### **Key accountabilities include:**

- Be an ambassador for the cultural program and drive these initiatives across the agency;
- Managing resourcing issues such as recruitment, secondments, internal transfers, long-term leave and workforce planning;
- Oversee sensitive HR matters;
- Provide advice and information to management and employees on HR policies and procedures including legislative requirements;
- Support Finance & Corporate Affairs Officers to drive performance, business process improvements and business as usual activities;
- Coordinate the successful completion of cyclical activities such as performance reviews; and
- Collaborate with key internal and external stakeholders such as the CEO, Executive Director & GMs to support key business objectives.
- Management of Cancer Australia's records management, IT requirements, facilities management and corporate support services

### **The Person**

We are looking for someone who:

- Can demonstrate a number of years of experience and achievements in HR thought leadership and experience in leading a team
- Has accomplishments in both strategic and tactical delivery

- Possesses strong analytical skills, and ideally somebody who has experience in the execution of work plans
- Has led, or been part of, a project team that delivered business improvement initiatives
- Possesses excellent written and oral communication skills
- Has demonstrated knowledge of both HR and IR policies.

Criteria for this position are based on the Australian Public Service Commission Capability Framework and on job-specific qualifications, knowledge and experience. More information about the capability framework can be found at: <http://www.apsc.gov.au/publications-and-media/current-publications/guide-to-the-ils>

Candidates should be able to demonstrate the following capabilities and behavioural attributes in their approach to their work.

### **1. Supports strategic direction**

- Ability to identify, design/develop and conduct activities to align and meet strategic goals and objectives.
- Capacity to bring together different information and perspectives to harness opportunities

### **2. Achieves Results**

- Demonstrated ability to manage and lead a team, including human resources management, staff development and corporate services, including ability to enhance capability of Cancer Australia

### **3. Cultivates productive working relationships**

- Highly-developed interpersonal skills, with a demonstrated ability to manage relationships with senior stakeholders (internal and external)

### **4. Exemplifies personal drive and integrity**

- Ability to make decisions based on professional judgement and evaluating risk in the context of complex or changing environment
- Demonstrates self-awareness and a commitment to personal development
- Excellent organisational skills with the ability to work to deadlines and balance priorities, including successful management of difficult situations

### **5. Communicates with influence**

- Ability to tailor communications for different audiences to present a position in the context of very complex or sensitive issues
- Demonstrated experience in representing and explain the views of an Agency/organisation at meetings and other forums.
- Excellent written and verbal communication skills including a high level of attention to detail

### **6. Qualifications/Experience**

- Tertiary qualifications in a relevant discipline, or equivalent experience
- Knowledge of and experience in human resource management, preferably with exposure to public sector HR practices
- Experience in leading a team in HR and/or corporate service delivery.