

# JOB DESCRIPTION



<b>Position Title</b>	Chief People Officer	<b>Level</b>	D
<b>Reports to (role)</b>	Chief Operating Officer	<b>Career stream</b>	Professional
<b>Team</b>	Chief Operating Officer (COO)		
<b>Location</b>	Telethon Kids Institute, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

## STRATEGIC CONTEXT

The Telethon Kids Institute is headquartered within the Perth Children's Hospital, and is one of the largest, and most successful medical research institutes in Australia, comprising a dedicated and diverse team of around 1,000 staff, students and honoraries.

At Telethon Kids, our vision is simple - **HAPPY HEALTHY KIDS**. We bring together community, researchers, practitioners, policy makers and funders, who share our mission to improve the health, development and lives of children and young people through excellence in research.

We commit to build on our success as a research institute that makes a real difference not only in our community, but for children and families around Australia and globally.

We strive to foster a constructive culture that enables excellence and achievement, maintains personal integrity, is supportive of growth and learning and puts cooperation with others at the forefront of how we work.

The Institute is a complex, innovative and skills-intensive enterprise. As a result, our most senior leaders are expected to coordinate disparate and specialized knowledge, match the Institute's problems with people who can solve them, and empower and inspire staff through effective communication. Executive team members leverage both their people and technical skills to overcome challenges, capitalise on opportunities and work cohesively to deliver on our strategy.

## POSITION IMPACT

The Chief People Officer contributes to the success of Telethon Kids Institute by providing strategic people leadership and advice, developing and implementing effective workforce strategies and solutions in a complex decentralised operating environment.

The Chief People Officer will lead a team of multi-disciplinary HR professionals responsible for services across the HR value chain from attraction and retention services, training and development, payroll and employee relations, these services provide an enabling capability to support achieving research excellence and impact.

This includes developing future capabilities aligned to Institute priorities, developing and embedding sustaining practices that underpin the Institute's desired culture. Is responsible for implementing a continuous improvement mindset across the HR operations ensuring services delivered are highly effective and valued by the Institute.

The Chief People Officer is part of a broader professional services team in the Chief Operating Officer portfolio responsible for delivering essential services to researchers and the Institute. The Chief People Officer is expected to operate at a strategic level providing critical advice and strategies in supporting the Executive team and Managers across the Institute.

## KEY RELATIONSHIPS

INTERNAL:	EXTERNAL:
<ul style="list-style-type: none"> <li>• Executive Director</li> <li>• Executive team</li> <li>• Theme heads and program managers</li> <li>• Professional services managers</li> <li>• Chief of Staff</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Partner legal firms for IR advice</li> <li>• Partner and other research organisations</li> <li>• Partner and other health services</li> <li>• Partner and other collaborating organisations</li> <li>• Vendors, consultants and suppliers</li> </ul>

## KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• <b>Strategic focus.</b> Proactively balance risk and innovation, anticipate future needs and opportunities, and seek to ensure the Institute’s sustainability.</li> <li>• <b>Collective approach.</b> Take an institute-wide approach in developing solutions and resolving problems building strong partnerships and coalitions.</li> <li>• <b>Business improvement.</b> Provide strategic leadership to embed a continuous improvement mindset across HR functions.</li> <li>• <b>Strategic advice.</b> Act as an independent facilitator in HR matters, proactively engaging with stakeholders supporting early resolution of issues.</li> <li>• <b>Change.</b> Champion change management initiatives across the HR portfolio as required, encouraging innovation, diversity and continuous improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of strategic objectives.</li> <li>• Constructive workplace culture.</li> <li>• Retention of valued staff.</li> <li>• Formal and informal feedback from internal and external stakeholders.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Promote Safety.</b> Enhance knowledge of physical and psychosocial hazards, actively address safety challenges and positively influence behaviour.</li> <li>• <b>Constructive culture.</b> Create a positive work environment and culture to foster high achievement, personal confidence and integrity, learning and growth and cross-functional collaboration.</li> <li>• <b>Leading people.</b> Design jobs to ensure roles and responsibilities are clear, seek to optimise job security (tenure aligned to funding as a minimum), support growth and staff development, encourage open communication and conflict resolution, and recognise outstanding behaviour and achievements.</li> </ul>	<ul style="list-style-type: none"> <li>• Employee engagement.</li> </ul>
<p><b>Technical Excellence</b></p>	<ul style="list-style-type: none"> <li>• <b>Culture.</b> Responsible for developing strategies and initiatives aligned to the Telethon Kids desired culture including modernising HR people practices, policies and programs.</li> <li>• <b>Strategy.</b> Maintain currency with contemporary and innovative workforce best practice strategies and develop appropriate strategies and initiatives for application in Telethon Kids.</li> <li>• <b>Strategic advice.</b> Proactive advice to the Executive Team, Science Leadership Committee and other senior leaders on key people strategies, trends and issues to support Telethon Kids achieving its strategic objectives.</li> <li>• <b>Planning.</b> Through analysis of strategic plans identify future needs and capabilities. Develop and implement contemporary employee value propositions and workforce strategies that enable organization agility and flexibility.</li> <li>• <b>Business Partnering.</b> Through an effective business partnering model, provide industrial relations advice and support to leaders and ensure that Telethon Kids operates within the framework of Federal and State legislation as applicable.</li> <li>• <b>Continuous improvement.</b> Through an effective business partnering model, ensure operational People &amp; Culture projects, programs and day-to-day business as usual services are delivered effectively and are fit for purpose and meet the current and future needs of the Institute.</li> </ul>	<ul style="list-style-type: none"> <li>• Customer service / satisfaction formal evaluation.</li> <li>• Efficient and effective operations that enable strategic outcomes and research excellence.</li> <li>• Stakeholder feedback on systems, policies, processes and tools.</li> </ul>

	<ul style="list-style-type: none"><li>• <b>People capability.</b> Partner with Executive and leaders to build organisation leadership capability and capacity to support sustained performance and underpins Institute culture.</li><li>• <b>Execution.</b> Lead People &amp; Culture projects and initiatives under the People &amp; Culture Strategy and as otherwise required.</li><li>• <b>Safety.</b> Ensure appropriate training and support is in place for compliance with workplace health and safety regulations and promotion of a positive safety culture</li></ul>	
--	---	--

JOB REQUIREMENTS	
Qualifications:	<ul style="list-style-type: none"> <li>• A tertiary qualification in Human resource management or business-related field. Post graduate qualifications in management or leadership would be well received.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• Proven experience as a Senior HR professional or equivalent with strong operational leadership experience. Experience in a medical research institute or closely aligned environment would be well received.</li> </ul>
Essential Requirements:	<ul style="list-style-type: none"> <li>▪ <b>Strategic HR and People:</b> A track record in the successful development and implementation of contemporary people and culture practice suitably aligned with organisational requirements.</li> <li>▪ <b>Leadership:</b> Significant strategic and generalist people and leadership experience at a senior management level within a related sector, Sound leadership capability, with the aptitude to develop and empower others.</li> <li>• <b>Communications:</b> Superior communication skills, with the ability to foster positive relationships within the organisation and effectively influence stakeholders</li> <li>• <b>Technical.</b> Adept at working within a changing Australian Employee Relations legislation and developing strategies and solutions to meet needs of a dynamic workplace environment.</li> <li>• <b>Problem Solving:</b> Experience of working in an energetic, fast paced and dynamically changing environment, a solutions and innovative mindset for problem solving.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Metrics:</b> solid grasp of data analysis and performance with the ability to provide insights and advice based on sound operational metrics.</li> <li>• <b>Business Improvement:</b> ability to diagnose problems quickly and foresee potential issues based on solid understanding of advanced business planning and regulatory issues.</li> <li>• <b>Relationships:</b> proven ability to work with all types of people with excellent communication and people skills to support oversight of core support functions, and engagement with key stakeholders across the Institute.</li> </ul>
--	---

<b>DIRECT REPORTS</b>	<ul style="list-style-type: none"> <li>• People &amp; Culture Business Partner</li> <li>• Talent Business Partner</li> <li>• Payroll &amp; HRIS Business Partner</li> <li>• OSH Business Partner</li> <li>• Manager, Leadership &amp; Organisational Development</li> </ul>
<b>Approved by:</b>	Chief Operating Officer
<b>Date approved:</b>	1 September 2023
<b>Reviewed by P&amp;C:</b>	1 September 2023