



# HealingFoundation

Strong Spirit • Strong Culture • Strong People

POSITION DESCRIPTION	
Position Title:	Director, People and Governance
Reporting to:	Chief Operating Officer
Direct Reports:	Up to 5
Location:	This position can be based at any of our office locations
Job Type:	Full time
Initial Appointment:	Permanent
Competency Framework:	Senior Leader L2
Sa:	\$150,000.00 - \$164,800.00 p/a + superannuation + benefits
Last updated:	9.5.2023

## THE HEALING FOUNDATION VISION

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The Healing Foundation is a national Aboriginal and Torres Strait Islander organisation that partners with communities to address the ongoing trauma caused by actions like the forced removal of children from their families.

We focus on building culturally strong, community led healing solutions, through working closely with communities around the country.

## THE ROLE AND THE TEAM

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The role: **Director, People and Governance**

Alongside the Board and THF Leadership, our **People and Governance** team models and works to instill a culture that supports the organisation's purpose and strategy.

The Healing Foundation Competency Framework is designed to provide a roadmap for leaders and teams to have more specific discussions on ‘how to be successful’ at The Healing Foundation by articulating our expectations of ourselves and others. It is designed to support the achievement of our strategic plan.

Reporting to the **Chief Operating Officer**, your role must demonstrate the following Core competencies and Job specific competencies:

CORE COMPETENCIES	
<b>PEOPLE AND RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Live our Values and Guiding Principles: Demonstrate our values and guiding principles in our daily behaviours, habits and interactions with others</li> <li>• Enhance Health and Wellbeing: Be socially responsible with a genuine commitment to an environment where people are safe and can enhance their physical, mental and emotional wellbeing</li> <li>• Grow Cultural Awareness and Connection: Appreciate and respect the significance that Aboriginal and Torres Strait Islander people place on culture, family and country, and how these elements are connected</li> <li>• Proactively Engage and Communicate: Build and maintain relationships with respectful and honest communication, that facilitates mutual benefits and outcomes</li> </ul>
<b>RESULTS AND EXPERTISE</b>	<ul style="list-style-type: none"> <li>• Understand Our Business: Be committed to the organisation’s mission, acknowledging our challenges and continually looking to add value and grow our strengths and opportunities</li> <li>• Service Delivery: Understand and meet the needs and expectations of our people, communities, suppliers and other key stakeholders and colleagues</li> <li>• Be Accountable and Outcome Focused: Accept responsibility for role, make prompt informed decisions and take focused action to achieve results</li> </ul>
<b>INNOVATION AND CONTINUOUS IMPROVEMENT</b>	<ul style="list-style-type: none"> <li>• Put Ideas into Action: With innovation at our core, be curious, explore new concepts and be prepared to try new ideas, backing ourselves and each other</li> <li>• Achieve Change: Seek to understand reasons for change and be open to new initiatives, providing constructive feedback and embracing change with resilience</li> <li>• Grow and Share Knowledge: Incorporate learning, knowledge capture and sharing into your work routinely</li> </ul>

## JOB SPECIFIC COMPETENCIES

<b>ROLE &amp; RESPONSIBILITIES</b>	<p>Adherence to THF general risk principles: ·</p> <ul style="list-style-type: none"> <li>• Do no harm</li> <li>• Prevent harm to others</li> </ul> <p>Director, People and Governance job specific competencies include:</p> <ul style="list-style-type: none"> <li>• Provide The Healing Foundation with Human Resources expertise, leading teams to design, develop and implement strategies that will attract, engage, and develop employees and build upon a high-performance culture.</li> <li>• Mentor, lead and manage an effective human resources team and function to support management of the employee lifecycle, including development of strategies to attract and retain high performing employees.</li> <li>• Act as a trusted advisor and leader on HR\IR issues.</li> <li>• Contribute to broader organisational and strategic management as part of the Leadership Team.</li> <li>• Implement and maintain an Employee wellbeing program that will contribute to increased employee satisfaction, morale and productivity.</li> <li>• In consultation with the Leadership team and Board, contribute to the development, maintenance and implementation of policy and procedures across the organisation, including development of a robust policy and procedure framework.</li> <li>• In collaboration with the Leadership team and the Health, Safety &amp; Environment committee, manage the development of an integrated framework of strategy, policy, guidelines and mandatory requirements and procedures to ensure compliance with HSE regulations.</li> <li>• Mentor, guide and manage the Governance and Secretariat team and function to ensure good Governance is maintained and implemented across all aspects of support to the Board, Board committees, working and reference groups.</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Bachelor of HR, Business Management or related field and at least five years' demonstrated experience.</li> <li>• Must be able to work independently with a flexible, can do attitude, highly organised and great communication skills.</li> <li>• Proven experience working collaboratively as part of a senior management team.</li> <li>• Proven experience leading a high functioning team of specialist services.</li> </ul>
<b>MANDATORY REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• <u>Commitment to improving outcomes for First Nations Peoples with an understanding of the impacts of intergenerational trauma and healing.</u></li> </ul>

	<ul style="list-style-type: none"> <li>• The employee will need to undertake and maintain a State specific WWVP and/or police clearance</li> <li>• All-rounder with strong management and negotiating skills</li> <li>• Strategic and dynamic thinker</li> <li>• Ability to liaise with all levels of internal and external stakeholders</li> <li>• Excellent interpersonal and written communication skills</li> <li>• High degree of emotional intelligence and strong track record of managing people</li> <li>• Strong understanding of the compliance obligations of Australian companies and charities</li> </ul>
<p><b>HIGH DESIRABLE CRITERIA</b></p>	<ul style="list-style-type: none"> <li>• Project and/or change management certification</li> </ul>