

## UTS Position Description

### UTS: PEOPLE UNIT

<b>Position Title</b>	Executive Director People and Culture
<b>Unit/Division or Faculty</b>	People Unit, Operations Division
<b>HEW Level</b>	SSG4
<b>Date</b>	12 June 2024

#### POSITION PURPOSE

The Executive Director People and Culture (EDPC) is responsible for guiding the strategic development of the UTS academic and professional workforce through the implementation of the People Strategy and development of policy in conjunction with the Vice-Chancellor and Provost. Additionally, they lead the coordination of workforce development across the University through workforce planning, industrial relations compliance, training and the continual enhancement of the employee lifecycle and value proposition.

#### ENVIRONMENT AND DIMENSIONS

The People Unit provides strategic advice, operational support and employee services across UTS as part of the Operations Division. The People Unit has 65 FTE and comprises the following teams: Client Services, People Partners, Health, Safety & Wellbeing, Workplace Relations, Staff Experience, and Strategic Recruitment and Remuneration. The EDPC is accountable for an operating budget of circa \$11 million. The EDPC has a leading role in the transformation of the UTS operating model including major restructures, process optimisation and the implementation of the Workday Enterprise Resource Management system.

#### RELATIONSHIPS

The EDPC reports into the Chief Operating Officer and works closely with the Vice-Chancellor and Provost. The Operations Division also includes the Information Technology Unit, Data Analytics and Insight Unit, Property Unit, Finance Unit, Marketing and Communications Unit and the University Portfolio Management Office.

The EDPC maintains influential relationships across the University, particularly with the faculty deans and deputy vice chancellors. They are expected to develop and maintain a good network of relationships in the HR industry and with their counterparts in other universities.

#### MAJOR RESPONSIBILITIES

- **Leadership and Direction:** Develops and leads the implementation of the UTS People Strategy. Develops and delivers the organisational capabilities to support the employee life cycle. Monitors and oversees the profile, performance, size, cost and structure of the UTS workforce.
- **Health, Safety and Wellbeing:** Leads the continuous development and implementation of the UTS Health, Safety and Wellbeing frameworks and systems to ensure a safe working environment (physical and psychosocial) for staff and students. Fosters a safety-first business culture which minimizes safety risk. Facilitates proactive reporting to monitor and address risks. Provides support to accelerate return to work.
- **People Strategy Implementation:** Leads the development and implementation of the People Strategy to meet the future organisational needs of UTS in a very competitive market.
- **Workforce Management:** Leads the strategic planning in future workforce design within the constraints of the University's 3-year financial plan. Develops consistent design principles to guide organisation

structure and growth of the workforce. Uses quantitative and qualitative data to monitor and develop interventions to support the development of UTS' workforce and structures.

- **Organisational Capability Building:** Identifies the academic and professional capabilities needed to meet the current and emerging business needs of UTS for a digital future. Evaluates current capabilities, identifies gaps, and prioritises development activities.
- **Learning & Development:** Leads the implementation of UTS' Learning & Development Strategy to prepare the UTS workforce for future opportunities, including digital transformation.
- **Senior Executive Relationships:** Develops and strengthens relationships, identifying priorities, issues and strategic challenges. Provides trusted advice, support and counsel to the Provost, Vice-Chancellor, Chancellor and senior executives of the university. Supports the Remuneration Committee of Council and the Vice-Chancellor Committee on remuneration and all people matters.
- **Frameworks and Systems:** Leads the development of People frameworks and digital tools, ensuring compliance with external requirements and integration with the broader policy framework. Leads the implementation of People processes in the Workday Enterprise Resource Planning (ERP) system and the ServiceNow Enterprise Service Management system.
- **Performance Management:** Reports to the Vice-Chancellor and Council on the status of the UTS workforce. Reports to the Chief Operating Officer on the performance of the People Unit.
- **Industrial Relations:** Ensures the development and implementation of prudent enterprise bargaining strategies that support UTS' strategic direction. Ensures ongoing compliance with the enterprise agreement(s) and relevant legislative and regulatory instruments.

## POSITION CHALLENGES

Key challenges for the EDPC include:

- Navigating and maintaining a wide range of relationships across the University
- Dealing with sensitive personnel issues that impact the wellbeing of staff and the reputation of the University
- Interpreting and implementing increasingly complex workplace regulations
- Leading by example and with resilience in an environment that can be volatile, uncertain, complex and ambiguous
- Helping others make sense of uncertainty and complexity while fostering purpose and achievement
- Decision making with imperfect data and a tolerance for risk

## AUTHORITY

The EDPC has considerable autonomy and authority as outlined in the UTS Delegations Manual.

## UTS Capabilities for the Role

Category	Self Awareness	Relating to Others	Thinking Style	Performance
Capabilities	Displays courage	Interprets vision and purpose	Acts strategically	Demonstrates accountability
	Builds trust	Communicates with impact	Embraces diversity	Achieves results

## HEALTH, SAFETY & WELLBEING

The EDPC is responsible for the continuous improvement of UTS' Health, Safety & Wellbeing frameworks. In doing so they are expected to:

- Thoroughly understand the UTS Health, Safety & Wellbeing Management System, and how to implement the UTS Health, Safety & Wellbeing Policy.
- Understand the major hazards, risks profile, compliance requirements and correct safe work procedures in their area of responsibility, including the reporting of hazards and incidents.
- Ensure that staff receive the necessary induction, training and instruction about work health and safety.
- Assist executives in developing, implementing and monitoring the local area Health and Safety Plan.
- Participate in the Advisory Committee on Health, Safety & Wellbeing.
- Demonstrate a proactive approach to health and safety by challenging unsafe behaviour/attitude and providing leadership on work health and safety matters.

## RECORDS AND DATA MANAGEMENT

The EDPC is responsible for overseeing the records management capability of the People Unit and the University's personnel data.

## ORGANISATION CHART



## UTS KEY SELECTION CRITERIA

### UTS: PEOPLE UNIT

**POSITION:** Executive Director People and Culture  
**UNIT/DIVISION:** People Unit, Operations Division

#### Skills and Attributes

**Stakeholder Engagement:** Proven ability to engage with a diverse range of stakeholders in a collegiate setting, including unions, faculty, staff, administration, the executive and external partners, to understand their needs and concerns and influence them.

**Strategy Development:** Can decompose complex environments and develop vision and pragmatic plans for implementation

**Commercially Savvy:** Strong understanding of financial and business aspects within complex industries, with the ability to align HR efforts with the University's strategic requirements and financial goals.

**Workforce Design:** Experience in organizational design and restructuring within a higher education or other complex industry context, understanding the nuances of academic institutions and their unique HR needs during periods of change and growth.

**Process Design:** Expertise in HR process design, optimization, and integration, ensuring alignment with the goals and functionalities of the new ERP system while improving efficiency and effectiveness.

**Team Leadership:** Proven leadership skills in managing teams, especially in situations where there has been variable leadership, to provide stability, direction, and motivation for achieving HR goals and objectives.

**Communication and Collaboration:** Excellent communication skills and the ability to foster collaboration across different areas, fostering a positive work environment and ensuring a cohesive approach to HR strategies and ERP implementation.

**Problem-Solving and Decision-Making:** Strong analytical and critical thinking skills to identify challenges, propose effective solutions, and make informed decisions that align with the university's objectives and values.

**ERP System Expertise:** Familiarity with ERP systems, particularly in the higher education sector, to effectively guide and align HR strategies with the capabilities and requirements of the chosen ERP platform.

#### Qualifications

Postgraduate qualifications in Human Resources or a relevant area, and/or equivalent experience in a senior people and culture role.

#### Experience

Experienced in strategic management and leadership across organisation functions directing substantial resources over long-time frames. Demonstrated experience in supporting and developing a large and varied workforce (>3000 people). Demonstrable experience in workplace transformation and change. Demonstrable experience in workforce and performance management.