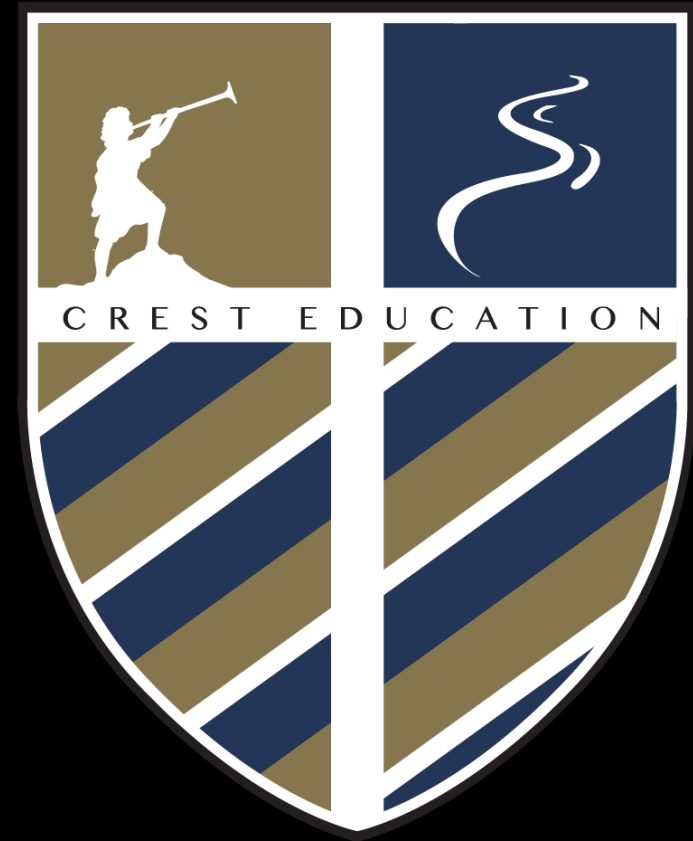


Candidate Information



Head of People,
Strategy and Culture



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Candidate Information

CREST Head of People, Strategy and Culture



About CREST

CREST Education precinct is located on 138 acres in Melbourne's south-east and is part of the City of Casey. The area is a strong growth corridor with 50 families moving into the City of Casey each week. The City of Casey identifies CREST Education in its future strategy as an important provider of independent education in the area. CREST Education is currently made up of Hillcrest Christian College, Rivercrest Christian College, Ayr Hill Equestrian Trade training Centre, an Environmental Reserve and Corporate Services.

Linking each of the precinct components together, is a shared set of beliefs and values. The distinctiveness of offerings, facilities and environments provides a high level of differentiation and a range of unique activities. The educational precinct allows a high level of synergy between the precinct components, while providing students with the best possible opportunities for high quality Christian education.



Job Description.

Head of People, Strategy & Culture



Reports to
CREST Principal

Department
Executive

Responsibility
CREST Education

Direct Reports
2/1

Primary Objectives.

To lead a small and agile team in the development, execution and measurement of people and culture strategies and initiatives across the CREST organisation including cultural transformation, talent acquisition, management and performance, engagement and reward and recognition the delivery.

This new role will contribute to shaping the organisational structure and culture of CREST Education and implementing Human Resource systems, policies and processes to support the CREST principal purpose of being a Christian school of excellence. The position is both strategic and operational encompassing a broad remit of human resource management priorities and projects.

This position is responsible for providing high level Human Resource support and leadership to all levels of management and staff. The Head of People, Strategy & Culture will protect the interests of employees and the School in accordance with the School's Human Resources policies, procedures and governmental laws and regulations. The Head of People, Strategy & Culture will work closely with other members of Executive in workforce planning and resourcing and design, and implementation of the growth and development programmes for staff members.

This is an executive leadership role, and its success and the success of CREST Education is created through the empowerment, development, and collaboration with team members and stakeholders. The Head People, Strategy and Culture is expected to be a role model with respect to leadership style, management of issues and professional and positive behaviours.

In conjunction with other members of the Executive, the Head of People, Strategy & Culture will play a role in driving continuous improvement to support the goal of being a Christian School of Excellence.

Key Responsibilities and Accountabilities.

Values

- Actively support and nurture the principal purpose of CREST as a Christian school of excellence and delivery of the Strategic plan through the pillars of Instilling Faith, Pursuing Excellence, Nurturing Wellbeing and Serving Community.

Leadership

- Build a cohesive, sustainable and productive People and Culture team, through sound strategy, team leadership, workplace cultural development and recruitment
- Ensure all staff are demonstrating and role modelling the CREST Principal Purpose and delivery of the strategic pillars, fostering a culture of excellence and customer service.
- Role model and lead in a deep understanding of all People and Culture matters providing sound advice for the executive, management and staff of CREST.
- Lead the Human Resource function to actively contribute to the positive culture and continuous improvement of CREST.
- Advise and coach leaders and employees on simple through to complex performance management, grievances, policies and procedures.

Key Responsibilities and Accountabilities. (continued)

Human Resource Management and Culture Projects

- Oversee and lead a variety of HR projects and strategies that are in line with the CREST Strategic and operational plans such as leadership development, department restructures, employment condition reviews, contract reviews etc.
- Actively contribute to, advise and support the executive in the ongoing cultural transformation of all parts of CREST Education.
- Lead the design, implementation and review of all Human Resource Management systems, policies and procedures ensuring they reflect best practice and meet all legal and government compliance requirements.
- Oversee and coordinate the maintenance of all CREST's employee records, statutory requirement and obligations including VIT registrations, Working with Children Checks, WEGA, VRQA, ABS or other as they arise.
- Provide comprehensive HR metric reports to the Executive Principal and Board enabling best practice.

Talent Acquisition, retention growth and performance

- Oversee and lead the P&C team to provide excellence in the Employee lifecycle including recruitment, onboarding, development, accountability and remuneration, retention, offboarding and all employee relations.
- In consultation with the Executive design and deliver growth and development programmes for all members of CREST team to support best practice in their area and to meet all needs based and compliance training.
- Oversee and manage the implementation of an appropriate growth and performance system for all CREST employees. Provide coaching support to managers for this process to be sustainable and ongoing.

Staff engagement and wellbeing

- Work closely with the Head of Education Services to oversee the school's injury management program, WHS obligation, Work Cover and related functions are effectively managed.
- Work closely with the Deputy Principals to oversee employee's health and wellbeing programs and encourage active engagement in the CREST community.
- Be an active member of the WHS committee and related committees.

Qualification Requirements And Industry Experience.

- A degree in human resources management, organisational psychology or a related field
- At least 3 years' experience in a HR Consultant or HR Manager role
- Current working with Children check
- Certified HR practitioner-Australian Human Resources Institute (AHRI) (desirable)
- People Leadership experience
- Education Industry (Desirable)
- Experience in organisational change management.

Essential Knowledge, Skills, Abilities and Mindset Requirements.

- Lived Christian faith
- Strategic thinking and ability to deliver strategy.
- Leadership, visionary, inspiring and ability to achieve through others
- Outstanding verbal and written communication and great listening skills
- Project management capability with strong stakeholder management skills
- Strong change management skills
- Resilience and resourcefulness
- Culturally aware and inclusive
- Human Resource systems understanding and implementation
- Reporting and presentation skills at executive level

Professional Relationships.

Internal

- Executive team
- Heads of sub schools
- Finance and payroll team
- All employees.

External

- Relevant Union representatives
- CREST advisory team- lawyers, WHS

Compliance Responsibilities.

Schools Registration; relevant legal and government legislation, responsibility to work diligently and compliantly, doing the right things the right way every time

Physical Capability Requirements.

General Office work, physical ability to drive a car and move around campus.

Work Pattern.

Work after hours as required; empowered to manage time appropriately; maintain visibility with team and organisation;

Our Leadership Capabilities.

The CREST Education leadership capabilities describe the specific knowledge, skills, attributes and behaviours required for future success to help CREST achieve our goals. They are non-technical in nature and are those common aspects applicable to our leadership that describe not what we do, but rather, how we do it. Our capabilities are informed by our purpose and strategic direction.

The capabilities are leveraged from the Future Leadership Capability Framework which is based on 25 years of international research findings and framework development.



Emotional Awareness

The capacity to recognise, comprehend, utilise and regulate emotional information across situations, and to handle interpersonal relationships judiciously and empathetically.



Engagement & Culture

Engages stakeholders inclusively with sensitivity and regard for diversity and facilitates a psychologically safe environment for social or cultural differences affecting behaviour.



Building Capability

Anticipates future workplace skills and requirements and builds capability personally and across the organisation.



Learning & Growth

Adopts a growth mindset and is motivated to continuously develop one's own knowledge, skills, personal attributes through continued learning.



Adaptability

Demonstrating positivity, curiosity, resilience and the ability to pivot when confronted with change, pressure, adversity and disruption. Anticipates and enhances organisation's capacity to respond quickly to strategic environmental, social and corporate challenges and opportunities.



Direction & Purpose

Leads transformational processes, motivates teams, and influences commitment to a shared purpose that individuals and the workforce will require to enable sustained organisational success. Builds and promotes a culture underpinning the vision, purpose and values the organisation aspires to achieve.

Application Instructions

To apply, please visit **fisherleadership.com** and click on 'APPLY ONLINE' using reference **CREpsc1223** and address your cover letter and resume to Liam King, of Fisher Leadership.

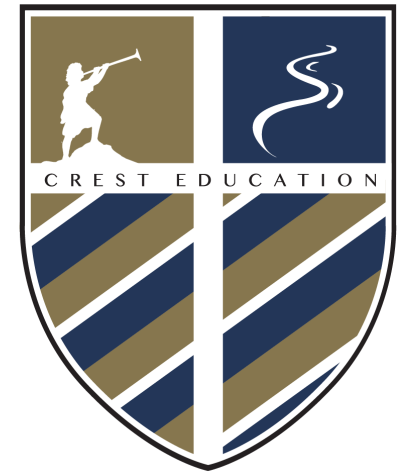
Your application should include:

1. A brief covering letter clearly quoting **CREpsc1223**
2. A complete and current CV.
3. A statement detailing your experience relevant to the position and in line with the position requirements outlined above, citing evidence to support your claims.

Please ensure that you receive an email acknowledgement confirming receipt of your application.

The closing date for applications is **9 February 2024**

Please direct enquiries to Liam King on 1300 347 437.



For more information visit:

cresteducation.vic.edu.au

Fisher Leadership

Level 9, 412 St Kilda Road

Melbourne 3004

e: info@fisherleadership.com

T: 1300 347 437

*"Your value will
be not what
you know, it
will be what
you share."*

– Ginni Romitty, CEO IBM –

fisherleadership.com