

POSITION TITLE:	Strategic Resourcing and Remuneration Manager		
REPORTS TO:	Head of People and Culture		
PROGRAM AREA:	Corporate Affairs	LOCATION:	People and Culture
CLASSIFICATION:	VLA5	POSITION TYPE:	Ongoing

POSITION SUMMARY

To lead and develop the recruitment, resourcing and remuneration functions as centres of excellence to meet Victoria Legal Aid (VLA)'s future workforce needs using appropriate branding and inclusion strategies, in a manner that is consistent with VLA's values of fairness, care and courage.

RESPONSIBILITIES

1. Lead the development of VLA's workforce planning process by balancing the traditional supply and demand forecasting methods with an appropriately structured yet agile approach to determine the appropriate shape and size of the workforce.
2. Provide high level advice on strategic resourcing, demographics, workforce metrics and trends to the Head of People and Culture (P&C), the Senior Executive Team and the Board as part of VLA's strategic workforce planning and reporting processes.
3. Develop and manage a combined team of recruitment, resourcing and payroll specialists. Ensure the recruitment and resourcing specialists are developed to provide expert advice on recruitment and selection policies, government industrial requirements and progressive, fit for purpose recruitment methodologies, including the development of talent pools. Ensure the payroll team are developed to provide timely and accurate payroll advice, services, reporting, workforce insights and system improvements.
4. Lead your combined teams in streamlining and automating their end to end processes to enhance the candidate, employee and manager experience.
5. Develop, maintain and proactively provide a suite of metrics to educate and inform VLA people leaders on the current state of their teams, the long-term implications of resourcing decisions and provide strategic resourcing recommendations supported by data to improve the efficacy and diversity of VLA's workforce.
6. Develop VLA's employment branding including an employee value proposition that resonates with staff, attracts the highest calibre of applicants from diverse backgrounds and achieves strong 'brand' recognition within the marketplace.
7. Develop and implement a resourcing strategy to support VLA's strategic initiatives and business plans. This may include participation in external working groups to grow capability across the justice sector. Use systems thinking to develop a range of transfer, secondment and alumni programs in support of VLA's workforce planning objectives.
8. Develop and implement a diversity & inclusion strategy, alongside the resourcing strategy, in line with VLA's values and strategic intent. Collaborate with the P&C Management Team to develop metrics and initiatives including, but not limited to, gender equality, the Reconciliation Action Plan and the Disability Action Plan.

KEY SELECTION CRITERIA

1. Ability to think systemically and laterally in providing workforce strategies and solutions, while simultaneously maintaining and evolving effective and sustainable operational recruitment, resourcing and payroll processes.
2. Demonstrated experience in developing people metrics and analysing data to gain insights into the implementation and effectiveness of workforce management and planning processes.
3. Excellent interpersonal and report writing skills and a demonstrated ability to influence and negotiate at senior levels of the organisation and with external stakeholders and suppliers.
4. Experience in leading a team of specialists with responsibility for delivering the day to day operational requirements and project outcomes through system, policy and process changes.
5. Understanding of best practice change and recruitment methodologies and experience in evolving an internal end-to-end recruitment function within a complex environment, preferably within government or a legal practice.

QUALIFICATIONS/ EXPERIENCE

- Tertiary qualifications in a relevant field or extensive work experience in Human Resources preferably in the areas of recruitment and workforce planning (mandatory).

OTHER RELEVANT INFORMATION

- To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.
- You may be required to consent to a police check. Please note that people with criminal records are not automatically prevented from applying for this position and each application will be considered on its merits.
- From time to time you will be required to travel between various office locations to deliver quality services to our clients or for professional development.
- This position will have 6 direct reports (a total team of 6.5 FTE)

ORGANISATIONAL CONTEXT

VLA provides legal aid services to the Victorian community through our in-house legal practice and through contracted private lawyers as well as by funding community legal centres. Our services include legal information, community legal education, legal advice, the provision of duty lawyers at courts and legal representation on individual cases. In addition to Melbourne city offices, VLA has 14 regional offices. Five are situated in metropolitan Melbourne (Broadmeadows, Dandenong, Frankston, Ringwood and Sunshine) and nine in regional Victoria (Bairnsdale, Ballarat, Bendigo, Geelong, Horsham, Morwell, Mildura, Shepparton and Warrnambool).

Corporate Affairs delivers and integrates a range of VLA corporate functions that support our strategic development, program delivery and service innovation, while also providing a number of public and client services. Areas of activity under Corporate

Affairs include:

- People and Culture

ORGANISATIONAL CONTEXT

- Information and Communication Technology (ICT), Built Environment and Records
- Investment, Performance and Projects
- Research, Evaluation and Library
- Strategic Communications

People and Culture's purpose is to support the development of our people and our culture by ensuring VLA has effective staff, working within good processes and is supported by a productive culture based in our values. Working with VLA's staff, we are responsible for establishing human resource management and organisational development processes and practices that meet our regulatory obligations and reflect our values.

OUR VISION & VALUES

Our vision

A fair and just society where rights and responsibilities are upheld.

Our purpose

To make a difference in the lives of our clients and for the community by:

- resolving and preventing legal problems.
- encouraging a fair and transparent justice system.

Our values

Fair

We stand up for what is fair.

We aim to be fair when making choices about who and how we help people.

Care

We care about our clients and the community in which we live.

We look out for and take care of each other.

Courage

We act with courage backed by evidence about what is best for clients and the community.

We act with courage to be the best we can be.

VLA is an Equal Opportunity Employer and is committed to promoting a diverse and inclusive workforce. We encourage people from culturally diverse backgrounds, including Aboriginal and Torres Strait Islander people, to apply for positions within our organisation. We will make reasonable adjustment where possible for people with disabilities.

Position Description authorised by the Head of People & Culture.

Signed:



Date: 2 March 2018