



ACT
Government

Suburban Land
Agency

POSITION DESCRIPTION

Agency: Suburban Land Agency

Position Number: P38895

Position Title: Senior Director, People & Culture & Corporate Services

Classification: SOGA

Last reviewed: February 2024

WHAT WE DO

Suburban Land Agency

At the Suburban Land Agency (SLA) we are committed to creating great places where communities thrive. We build people-focussed residential estates and urban renewal projects for the people of Canberra.

Through smart, sustainable development, our goal is to strike a balance between social, economic and environmental benefits for all Canberrans.

The objectives of SLA are set out in s38 of the *City Renewal Authority and Suburban Land Agency Act 2017* (the Act) and include:

- a) the encouragement and promotion of inclusive communities through the delivery of people-focussed neighbourhoods;
- b) the encouragement and promotion of suburban development that supports affordable living, a safe and healthy population, social inclusion, housing choice, environmental sustainability, urban renewal, growth and diversification of the Territory economy and social and environmental sustainability; and
- c) operational effectiveness, delivering value for money using sound risk practices.

Branch Overview

The Strategy, People & Governance Branch is made up of the following functions:

- Legal Services;
- Governance (including Board);
- People & Culture, including HR, WHS and corporate;
- Project Management Office (PMO) governance

Together, we deliver:

- Legal advice and contract negotiation support
- A robust governance framework including supporting the development of SLA's strategy and monitoring delivery



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- People & Culture strategy and support
- Work Health & Safety advice for our staff and projects
- Enterprise-wide governance, risk and compliance services including the Board secretariat function
- Program Management and procurement strategy and advice
- Corporate services including facilities, fleet and records management

We do this by collaborating across SLA and prioritising sharing the information and resources we need to deliver on our shared strategy.

POSITION DUTIES AND RESPONSIBILITIES

Reporting to the Executive Branch Manager, Strategy, People and Governance, the Senior Director, People & Culture & Corporate Services leads SLA's corporate services and WHS functions including supporting the organisation and People & Culture and WHS teams to undertake change and continuous improvement.

Responsibilities include:

- Managing the provision of high-quality corporate services including HR, information and records management, procurement, facilities, security and fleet services
- Maintaining the provision of high quality WHS services including compliance with relevant legislation
- Managing the services provided under any agreement with a Government Directorate or other entity to ensure optimum and measurable service provision
- Preparing high level correspondence and briefing papers including Board papers and Ministerials
- Building and managing productive relationships with stakeholders, senior staff within the ACT Public Service and external stakeholders
- Undertaking other duties as required which will contribute to the operations of the team in line with the classification of the position.

BEHAVIOURAL CAPABILITIES

5. Demonstrated ability to build and lead a high performing team and maintain effective stakeholder relationships.
6. Demonstrated ability to lead a positive culture and work collaboratively to support Senior Executives to implement HR, Corporate Services and WHS initiatives and change.
7. Demonstrated understanding and application of ACT Public Service values including strong self-awareness, ethical standards and commitment to implementation of the principles of workplace diversity, participative work practices, workplace health and safety, and staff learning and development.



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PROFESSIONAL AND TECHNICAL SKILLS AND KNOWLEDGE

1. Demonstrated experience in leading a team to deliver high quality corporate services, HR, information and records management, procurement, facilities, security, fleet services and WHS requirements with discretion and sound judgement.
2. Demonstrated ability to plan and manage workloads, work to multiple deadlines and deliver high quality outputs and results under pressure.
3. Strong written and verbal communication skills, with the ability to influence stakeholders and interpret and respond to government legislation and requirements.
4. Strong negotiation skills with a proven ability to influence positive outcomes.

HIGHLY DESIRABLE

- Relevant tertiary qualification or over five (5) years' experience in a similar role.



WORK ENVIRONMENT DESCRIPTION

We are committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

Below is an indication of the frequency of fundamental requirements of the position:

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Rarely
Designated workstation	Frequently
The position in an activity-based work environment	
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Rarely
Rostered shift work	Never
SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Rarely
PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
Working outdoors	Never
MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Never
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never
TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never



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Frequent travel – driving	Never
Frequent travel – interstate	Occasionally
SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally