



CANDIDATE BRIEFING NOTES

Executive Manager, People & Culture
Land Services SA

ABOUT LAND SERVICES SA...

As a partner of South Australia, Land Services SA delivers high valued, trusted services to the South Australian community and is recognised for their provision of key property services and innovative solutions.

They are leading property experts in South Australia, offering a range of property transaction and valuation services, property information products, custom data sets and reliable market insights.

In October 2017, Land Services SA was appointed as the exclusive Service Provider to the South Australian Government for a range of transactional land property services previously delivered through the Lands Titles Office and State Valuation Office.

EXECUTIVE ROLE BRIEF...

Land Services SA and Land Services WA (Land Services) were established in 2017 and 2019 respectively, primarily for the purposes of providing key property services to both the South Australian and Western Australian Governments.

With more than 200 employees, Land Services continues to evolve, striving for excellence with innovative technological solutions and custom data sets that provide reliable market insights. The acquisition of Relational Data Systems in 2020 and Sum Insured in 2024, has enabled them to consistently improve their own technology while offering enterprise grade solutions for digital transformation in lodgement, registry, geospatial and insurance business domains.

In addition, the business provides ICT services in the ACT and NT primarily in the provision of support and maintenance of their key property systems.

Reporting to the Land Services Group Chief Executive Officer and partnering with a tailored approach to the Executive, of which you will be a member, the Executive Manager, People & Culture has dual oversight of HR functions for both SA and WA and is responsible for developing and executing the People and Culture and HR Strategies, including Workplace Health and Safety.

With a strong focus on delivering pragmatic and agile HR solutions and services to the business, ultimately driving a high performance and capability-building culture, you will deliver customer focussed services and solutions through the provision of expert strategic and operational advice. You will engender trust and confidence by setting high standards of behavioural integrity, encourage openness to innovative and adaptive approaches to solutions, and offer a contemporary People and Culture service to the organisation.

Underpinned by a demonstrated track record of success within a multi-faceted environment of similar size and scale, you will be a forward-thinking, collaborative and influential leader with superior interpersonal communication skills, and offer a tailored, considerate and value focussed approach to partnering across various levels throughout the business. This role represents an excellent opportunity to contribute to Land Services' continued growth and delivery of critically important services for the communities and businesses it serves.



SOUTH AUSTRALIA...

South Australia. It's a beautiful place. A place for the restless, for those who want to dive a little deeper, explore a little longer and go a little further. Why do we always travel to the same places and do the same things? It is time to be curious and reward your wonder. That's the thing about South Australia, it's a place for those who want a little more.

Adelaide has come a long way in the last few years. It's getting the attention of media around the globe as a boutique metropolis of tiny wine bars, experimental menus and destination-worthy hotels. Adelaide's reinvention is a discovery for the senses, where retro Los Angeles beach vibes converge on the gusto of an abundant multi-cultural scene. Think swish roof top bars and a wickedly indulgent festival season, Adelaide is a modern playground set against a backdrop of grand architecture and Aboriginal history.

There's a world of new experiences and things to do in South Australia. Get up-close to iconic Australian wildlife only minutes away from Adelaide's CBD or swim with sea lions and sharks on our Eyre Peninsula. Adelaide is a culinary playground with a delicious mix of fine dining restaurants, award-winning cafes, bustling food markets and booming boutique bars. South Australia is home to 18 wine regions and has officially been named a Great Wine Capital of the World. Beach lovers will be in heaven at our stunning beaches, while those with an adventurous spirit can try their luck at some of the country's most epic surf spots.

Find out more about South Australia by visiting:

<https://southaustralia.com/> (source)

or

<https://www.migration.sa.gov.au/why-south-australia>



McLaren Vale



River Torrens



Robe



Flinders Ranges



POSITION DESCRIPTION..

ROLE PURPOSE

The Executive Manager, People & Culture reports to the Chief Executive Officer and is responsible for developing and delivering Land Services SA's (LSSA) People and Culture Strategy, Human Resources function, including Workplace Health and Safety.

The role will take an Executive Leadership role and deliver customer focussed services and solutions by providing professional, high-level, expert, strategic and operational advice to the organisation. Working closely with stakeholders, the role will develop and implement initiatives to position the organisation and the employer brand positively in the marketplace. This role has a strong focus on delivering pragmatic and agile human resources solutions and services to the business, with accountability for driving a performance culture and building the capability of managers.

RESPONSIBILITIES

- Develop organisational strategies by identifying and researching human resources issues; contributing information, analysis and recommendations to organisational strategic thinking and direction; and establishing human resources objectives in line with organisational objectives
- Implement human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, compliance and labour relations
- Manage human resources operations by recruiting, selecting, orienting, training, coaching, counselling and disciplining staff; planning, monitoring, appraising and reviewing staff contributions; maintaining compensation; determining production, productivity, quality and customer-service strategies; designing systems; accumulating resources; resolving problems; and implementing change
- Develop human resources operational financial strategies by estimating, forecasting and anticipating requirements, trends and variances; aligning monetary resources; developing action plans; measuring and analysing results; initiating corrective actions; and minimizing the impact of variances
- Accomplish special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfilment; evaluating milestone accomplishments; evaluating optional courses of action; and changing assumptions and direction
- Support management by providing human resources advice, counsel and decisions and analysing information and applications
- Guide management and employee actions by researching, developing, writing and updating policies, procedures, methods and guidelines; and communicating and enforcing organisational values
- Ensure LSSA complies with all necessary contracts and other legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; and advising management on needed actions
- Work collaboratively, effectively partnering with Executives, senior managers and all internal staff to contribute to LSSA's continued growth and change



POSITION DESCRIPTION...(CONT'D)

KEY COMPETENCIES

Change Orientation

- Encourage others to try innovative and adaptive ways to address problems and opportunities
- Apply personal emotional intelligence to understand self and others to support them as LSSA changes, adapts and responds to their external and internal forces
- Support LSSA to recognise and respond positively to the need for change

Coaching

- Take time with each manager to understand their requirements and current issues and support them in developing their people and interpersonal skills
- Develop managerial capability by coaching managers to make well-reasoned and effective people decisions
- Assess behaviours and capability to be able to support the development of organisational capability

Decision Making

- Remain innovative and flexible in your approach, having been trusted to develop pragmatic and business orientated people solutions across operations
- Consider efficiency and cost when making decisions, establishing or changing work procedures where necessary
- Engage appropriate staff when collaborating to problem solve and make judgements

Influencing

- Use data to explain and demonstrate rationale for human resources decisions
- Partner across the business, applying a deep understanding of the broader operational issues impacting each business unit
- Engender trust and confidence by setting high standards of behavioural integrity

Operational Efficiency

- Effectively prioritise time and activities with an appropriate and realistic sense of what is most important
- Demonstrate a clear focus on operational improvement through the identification and implementation of process improvement initiatives
- Develop and support the application of policies and procedures that add value across LSSA



POSITION DESCRIPTION...(CONT'D)

SELECTION CRITERIA

Education and Licences

- Relevant tertiary qualifications in human resources, social sciences, law, business management or a related field
- Current driver's licence

Personal Attributes

Adaptability:

- Responds positively to change, easily modifying behaviours or ways of working to suit the circumstances
- Remains flexible and open to new ideas and challenges and encourages others to value change

Collaboration:

- Actively participates to achieve team goals and organisational strategies
- Works with others to achieve better results, forging close relationships and alliances to deliver results

Communication:

- Conveys clear information and ideas with different audiences
- Is approachable, appropriately voicing opinions and asks open questions to encourage others to clearly express themselves

Excellence:

- Focusses on growth, best practice and innovation and is outward looking
- Identifies opportunities for growth, ways to improve and how to apply international best practice

Self-Management:

- Manages oneself and one's actions to ensure productive relationships and positive work outcomes
- Takes time to reflect on personal and professional impact and takes action to improve outcomes

Takes responsibility:

- Sets high standards for oneself, assuming accountability for successfully completing tasks or projects
- Is highly self-motivated and organised, keen to take responsibility to ensure all operational targets are met
- Makes good decisions, taking time to gather correct data and avoids jumping to conclusions or making assumptions



RECRUITMENT PROCESS...

Our best-practice and rigorous process incorporates pre-screening, initial interview, psychometric appraisal facilitated internally, reference checking and panel interview.

PSYCHOMETRIC APPRAISAL

Stillwell Management Consultants employs a team of Registered Psychologists and Registered Organisational Psychologists who work in parallel with our Recruitment team. The psychometric assessment process is administered and interpreted by our specialist team.

Successful applicants are offered a complimentary debrief session with one of our Registered Psychologists, taking place within the first month of commencing in the role.

REFERENCE CHECKING

Should your application be shortlisted, you will be asked to provide the details of two to three professional referees. You will be required to provide SMC with the details of referees to whom you have directly reported, in the past 10-15 years or currently.

Referees are only contacted once your permission has been sought, at such a time in the process that it is necessary, and this will occur during the latter stages of the process.

We do offer flexibility in the timing of when we contact referees, particularly if you are nominating someone to whom you are currently reporting, and we are happy to discuss this with you at the appropriate time.

Stillwell Management Consultants endeavours to provide regular updates to you throughout the recruitment process, and all applicants will be notified, in writing or otherwise, of the outcome of their application.



LEAD CONSULTANTS...

Confidential telephone enquiries are welcome on (+618) 8212 0999:



NICK STILLWELL
General Manager



TESS SHAW
Recruitment Consultant

ALL ENQUIRIES AND APPLICATIONS ARE TREATED WITH THE STRICTEST LEVEL OF PRIVACY AND CONFIDENTIALITY.

HOW TO APPLY...

Please visit <https://www.stillwellmanagement.com.au/jobs> and select 'Executive Manager, People & Culture' to view the full advertisement.

Click 'Apply Online' and complete the online form (paying special attention to questions marked with an asterisk), and attach:

- your current CV/resume, and
 - your CV should include details of your full employment history as well as a detailed synopsis of your key responsibilities and achievements of the positions you have held over the last 10-15 years, or as relevant to the role for which you are applying
- a one-to-two-page Cover Letter addressed to the Consultant(s) listed above, highlighting your ability to demonstrate the skills and attributes required of the successful appointee

Immediately you will receive a receipt of your application and we ask that you verify your email address per the link in the email to ensure we are able to communicate with you using your correct details. If you do not receive this email, please check your junk inbox.

APPLICATIONS CLOSE AT 5:00PM ON FRIDAY, 9 AUGUST 2024.

