



<b>Position Title:</b>	Assistant Director, People and Culture
<b>Classification:</b>	EL1
<b>Job Reference Numbers:</b>	XXX
<b>Branch/Group:</b>	People and Culture
<b>Location:</b>	Canberra / Melbourne
<b>Reports to:</b>	To be confirmed
<b>Clearance Required:</b>	Baseline / Police Check

## About the group/section

The People and Culture Team provides operational and strategic human resource programs and activities that support the achievement of ARENA's business objectives and the management of its workforce. The team has an ambitious and challenging program of work to deliver over the next 1-2 years in areas including culture and performance management, recruitment, learning and development, engagement, classification and remuneration structures and policies, contractor procurement and management, and remuneration reviews.

Our team role-models high standards of behaviour in all our interactions and demonstrates leadership in pursuing impact.

## About the position

Working part of a small, high performing team, you will be responsible for delivering agency-wide initiatives. This is a generalist role in nature where you will provide operational and strategic support across ARENA and work across a broad variety of HR areas. In this role you will:

### Strategic

- Provide high quality advice and guidance to senior leaders, managers, and ARENA workers on HR matters.
- Develop and deliver programs and initiatives in response to ARENA's People Survey and in alignment with our business objectives.
- Deliver key projects and initiatives across People and Culture.
- Collaborate with senior leaders to assess current and future workforce needs, and develop strategies to attract, retain and develop talent.
- Drive employee engagement initiatives, including ARENA's People Survey, feedback mechanisms, and recognition programs.
- Provide expert advice and recommendations on WHS issues to facilitate affective decision-making by senior leaders.

### People development

- Oversee learning and development and talent management programs, including succession planning, training, and professional development.
- Contribute to a customer and business focused culture within the team and provide support for the development of capability in others.
- Provide guidance, mentorship, and development opportunities to the team, fostering a collaborative and high-performance team culture.



## HR policy

- Develop, implement, and manage HR policies, procedures, and programs.
- Undertake research and reviews of HR policy and procedures to ensure they remain accurate and contemporary.

## Performance management

- Implement effective performance management systems and processes to drive high-performance outcomes across ARENA.
- Support managers in people management matters including advice on effective performance management strategies and other people related issues.
- Provide sound advice and recommendations on issues to facilitate effective decision-making by senior leaders.

## About you

- A relevant qualification or equivalent experience and demonstrated interest in HR projects, services, or initiatives.
- Ideally have experience working in the Australian Public Service, with an understanding HR based processes particularly in WHS, performance and case management.
- Demonstrated flexibility and adaptability to changing priorities in a fast-paced environment.
- Strong verbal and written communication skills.
- Strong interpersonal skills including the ability to handle sensitive situations in a mature and effective manner.
- Demonstrated ability to operate as an effective member of the team, work with genuine and supportive collaboration with other team members.
- Demonstrated ability to engage with, and build and sustain relationships with key stakeholders, internally and externally.

## Skills and capabilities

We are seeking candidates who have:

- An ability to consider and effectively manage competing priorities and strategic directions when achieving outcomes in line with agency goals and objectives.
- Strong interpersonal skills including the ability to influence others, constructively raise issues for resolution and actively contribute to positive workplace relationships.
- Excellent time management skills, including understanding and adhering to tight deadlines.
- Demonstrated problem solving skills, critical thinking, and analytical skills.
- High standards of professionalism, integrity, and impartiality.
- Effective communication skills including a business and customer focus.

### ARENA values

At ARENA, we are proud to embody a set of core values that shape our identity and drive our achievements. They are:

- **Impact Driven** – We make a significant positive impact on Australia’s energy sector, economy, environment and society. We take a bold, innovative approach to give us the best chance of achieving our goals.
- **Stakeholder-Focused** – We deliver excellent service. Our approach is marked by responsiveness, clarity and flexibility.



- **Collaborative** – We collaborate across teams and with our partners to achieve goals.
- **Accountable** – We are accountable to each other and, in following our processes, to the Minister, the Parliament and the Australian public. We work transparently to ensure public funds are spent in a responsible and efficient manner.
- **Respectful of People** – We support and respect each other. We cultivate a diverse team to access the best talent, broaden our thinking and foster a culture of innovation.

Personifying these values is essential because they not only define our organisational culture but also serve as the compass guiding our actions, enabling us to foster innovation, build meaningful relationships, and consistently deliver impactful results to our stakeholders.

## About us

The Australian Renewable Energy Agency (ARENA) is a Corporate Commonwealth entity. ARENA's main objective is to improve the competitiveness of renewable energy technologies and increase the supply of renewable energy in Australia. ARENA was established on 1 July 2012 under the Australian Renewable Energy Agency Act 2011 (the ARENA Act). ARENA has received significant additional funding over the past 3 budget cycles and is trusted by the Government to deliver many of its most impactful emissions reduction programs. ARENA supports the Government's emissions reduction goals of 43% reduction in net emissions by 2030 and net zero by 2050, through its focus on technology innovation and commercialisation to the benefit of Australia.

ARENA complements other funding bodies and provides financial assistance to renewable energy, energy efficiency and electrification technologies for research, development, demonstration and deployment projects. The provision of knowledge sharing forms an important part of ARENA's functions. ARENA operates under its own Act of Parliament, and the ARENA Board and CEO are responsible to the Minister for Climate Change and Energy, the Hon. Chris Bowen MP.

## Why us

At ARENA, we are committed to providing an inclusive culture so our employees can bring their whole selves to work and have a sense of belonging.

You do not need to be an expert in renewable energy or energy markets, but a keen interest in advancing an ambitious energy and climate agenda will be helpful.

In addition to the above:

- we offer generous flexible working arrangements
- we encourage learning and development
- you will have front row tickets to leading edge technology in the sector
- work in an impactful and evolving environment, and
- be part of a team that collaborates and makes a difference.