



HSS Registered July 2026

Executive Director People and Culture

Health Executive Service - Grade B - Corporate

Position Number: 603016

East Metropolitan Health Service (EMHS)

Reporting Relationships

East Metropolitan Health Board



Chief Executive, EMHS



This Position



Directly reporting to this position:

Title	Classification	FTE
• Director Human Resources	HSO G12	1.00
• Director Industrial Relations	HSO G12	1.00
• Director Work Health and Safety	HSO G12	1.00
• Director Organisational Development	HSO G12	1.00
• Manager Integrity and Ethics	HSO G10	1.00
• Project Manager	HSO G10	1.00
• Coordinator	HSO G7	1.00

Also reporting to this supervisor:

- Executive Director, Royal Perth Bentley Group
- Executive Director, Armadale Kalamunda Group
- Executive Director, Medical Services
- Executive Director, Nursing and Midwifery Services
- Area Director, Allied Health and Health Sciences
- Executive Director, Mental Health
- Executive Director, Patient Experience and Clinical Excellence
- Executive Director, Strategy, Planning and Performance
- Executive Director, Finance and Business Performance
- Executive Director, Infrastructure
- Executive Director, Corporate Services and Contract Management
- Chief Information Officer
- Area Director, Aboriginal Health
- Director, Office of the Chief Executive

Key Responsibilities

The Executive Director People and Culture is central to providing executive leadership for the People and Culture directorate and EMHS organisational development strategies. The position provides leadership, analysis and high level strategic advice on People and Culture improvements initiatives across human resources, work health and safety, organisational development, industrial relations, integrity and ethics and capability culture. Engages with executive to assist in managing performance and building capability of existing and future workforce in a way that manages and mitigates risk. The position has responsibility for providing assurance to the Chief Executive and the Board in relation to the performance of the directorate specific functions. The position shares responsibility with other EMHS Area Executive Group members for creating a positive, values oriented culture that builds capability and is focussed on the service needs of the EMHS community.

EMHS Vision and Values

Our Vision

*Healthy people, amazing care.
Koorda moort, moorditj kwabadak.*

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1.1 Strategic Leadership and Accountability

- 1.2 As a member of the EMHS Area Executive Group, contributes to decision making on whole of health issues for EMHS.
- 1.3 Formulates and drives values aligned programs and initiatives to build the EMHS culture in line with the EMHS vision and values to improve performance and increase the capability of the workforce.
- 1.4 Provides strategic leadership and direction with respect to human resources, work health and safety, organisational development, industrial relations and integrity and ethics.
- 1.5 Responsible for the analysis and provision of high level expert advice on key workforce matters to the Chief Executive, EMHS Board and other senior internal and external stakeholders at a State and National level, representing EMHS where required.
- 1.6 Collaborates and engages with other EMHS Executives and colleagues to assist in managing performance and building capability of the existing and future workforce in a way that manages and mitigates risk.
- 1.7 Actively promotes, guides and facilitates high standards of practice and professional services.
- 1.8 Actively and insightfully contributes to strategic, operational and business planning and policy development.
- 1.9 Provides leadership and guidance to key organisational stakeholders to facilitate the improvement of organisation, performance, system and processes.
- 1.10 Provides high level expert advice and support to the EMHS Board, Chief Executive and other Executives through analysis and assessment of trends and emerging issues within and across EMHS and at the State and National levels in relation to the position's portfolio of responsibilities.
- 1.11 Builds a competent team, driving and building the framework for continuous development of staff to ensure high performance within the directorate.
- 1.12 Ensures that resources are managed and developed to meet service requirements and EMHS outcomes.
- 1.13 Ensures that the portfolio's services and activities meet all clinical and/or corporate governance requirements.

2. Communication, Consultation and Engagement

- 2.1 Initiates and facilitates forums and discussion groups to resolve issues relating to workforce, workforce capability (education and training) and culture, including policy development, strategic and operational framework/plans and legislative compliance.
- 2.2 Initiates, facilitates and maintains strong working relationships in order to effectively liaise, consult and negotiate with all relevant internal and external stakeholders on matters pertaining to people and culture

3. Specific Position and/or Organisational Responsibilities

- 3.1 Provides the strategic direction planning, leadership and focus for people and culture across EMHS in partnership with members of the Area Executive Group and other colleagues.
- 3.2 Leads and directs the management and co-ordination of the EMHS staff engagement and participation strategies.
- 3.3 Proactively manages compliance related to EMHS Work, Health & Safety legislation.
- 3.4 Drives the area through a transformation process to ensure continual improvement in the delivery of service; increasing transparency, relevance and valued information that supports good decision making
- 3.5 Proactively supports and engages with members of the Area Executive Group and other operational staff across EMHS to meet their objectives, including operational, financial and workforce needs.

- 3.6 Provides strategic leadership and direction with respect to People and Culture services and activities to ensure they meet expected performance standards and governance requirements.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Actively participates in the Peak Performance program.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

5. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Exemplifies Personal Integrity and Commitment to Public Service

- Demonstrates professionalism, probity and a commitment to safe and high quality service delivery.
- Ability to work within and promote the values of EMHS.
- Exhibits personal commitment to customer service.
- Engages with risk and shows personal courage.
- Commits to action, displays resilience, demonstrates self-awareness and ongoing commitment to professional development.

2. Shapes and Manages Strategy

- Inspires a sense of purpose and direction towards achieving a strategic vision.
- Harnesses information and acts on opportunities to enhance service delivery.
- Identifies opportunities for initiating policy review, development and implementation.
- Demonstrates high level judgement, initiative and common sense.
- Well-developed conceptual and analytical skills.

3. Achieves Results

- Builds organisational skills, responsiveness, and expertise and shapes culture.
- Capacity to deliver products / services consistent with customer needs and defined quality expectation (including timeliness).
- Ensuring effective management of financial, physical, technological and information requirements to support quality service delivery.

4. Builds Productive Relationships

- Demonstrates the ability to nurture internal and external relationships.
- Facilitates cooperation and partnerships.
- Values individual difference and diversity and guide, coach and develop people across EMHS.

5. Communicates and Influences Effectively

- Communicates clearly, listens, understands and adapts to audience.
- Ability to strongly negotiate, influence and advocate persuasively.
- Engages appropriately with both internal and external to the organisation.

6. Leadership

- Develops and maintains an environment that ensures stakeholders are constructively engaged in decision making on workforce management, development and planning matters processes.
- Capacity to establish networks and communicate effectively with a diverse range of people.
- Ability to work constructively and collegially as a member of a management team, including the ability to provide objective and impartial advice.
- Demonstrates leadership in workforce.

7. Technical Knowledge

- Comprehensive knowledge of contemporary workforce management principles and standards
- Contemporary knowledge of human resource management, industrial relations, work health and safety, organisational development, and integrity and ethics applicable in a public sector environment.
- Relevant knowledge of the health service context is highly desirable.

Desirable Selection Criteria

1. Tertiary qualifications in a relevant discipline are considered to be highly desirable.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.			
_____ Manager / Supervisor	_____ Signature	or	_____ HE Number
_____ Dept. / Division Head Name	_____ Signature	or	_____ HE Number
As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.			
_____ Occupant Name	_____ Signature	or	_____ HE Number
_____ Effective Date			
HCN Registration Details (to be completed by HSS)			
Created on	_____ April 2022	Last Updated on	_____ 7 July 2026