



## INFORMATION FOR PROSPECTIVE APPLICANTS

### HEAD OF EMPLOYEE EXPERIENCE

#### ABOUT THE ROLE

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A key leadership and management role in the People, Culture and Safety (PCS) team that leads, manages and integrates core employee experiences across the employee lifecycle consistent with the values and aims of Chisholm's People Plan, Operational Plans and Strategic Plan.

The role leads and manages, with a hands-on focus, key operational aspects of the employee experience with employee engagement and well-being as central considerations and with all practice and initiatives aligned with Chisholm's People Plan.

This position is located at the Dandenong Campus, and the successful applicant will be expected to travel between campuses and be prepared to relocate to any campus of the Institute as required by business need.

#### REMUNERATION

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A Contract of Employment up to three (3) years fixed term is available. This is a TAFE Executive Officer position with a Total Remuneration Package (TRP) of \$166,000.00 inclusive of superannuation (9.5%). A motor vehicle can be salary packaged inclusive of this TRP.

#### HOW TO APPLY

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Applications for this position close **5pm Friday 29 January 2021**.

All applications should be forwarded via email to [naida.osmancevic@chisholm.edu.au](mailto:naida.osmancevic@chisholm.edu.au) and should include:

- A covering letter (no more than 2 pages) addressing your suitability for the role
- An updated curriculum vitae
- Three (3) referees

All applicants **require** the following prior to commencing employment:

- Valid Employee Working With Children Check
- National Police Check
- Verification of unrestricted work rights in Australia, e.g. citizenship, passport or birth certificate
- Certified copies of qualifications

#### Selection & Appointment

- **Interviews** will be held progressively during the advertisement stage and after the closing date.
- **Referees** will be contacted after the interview process.
- **Psychometric testing** may be used during the selection process.
- An appointment to this position is required as soon as possible.

*Chisholm Institute reserves the right to withdraw an advertised position at any stage.*