

# TransGrid - People & Culture

The People & Culture group within the People, Strategy & Corporate Services business unit facilitates the development and management of TransGrid's employees to ensure it can meet its business objectives.

This is achieved through the development of strategic organisational-wide human resource initiatives in areas such as Workforce Planning, Organisational Development, Employee Training and Workplace Relations. The group also provides an advice and support function to the Organisation in relation to these areas through activities such as the delivery of technical training and the management of the Performance Management Process.

The Group is responsible for a large number of functions including:

## **Payroll**

- Development of policy and procedure related to employment and remuneration of award staff and senior contract officers
- Remuneration and benefits management for senior contract officers
- Payroll and benefits management for award employees
- Employment contract and remuneration arrangements for TransGrid's senior and executive management, including the annual remuneration review
- Employment procedures and guidelines for senior contract officers (annual review)
- Compliance with legislative requirements for the disclosure of executive remuneration and assessments of executive performance in TransGrid's Annual Report

## **Training**

- Development and Delivery of Training in areas such as mandatory/compliance training and technical Training

## **Organisational Development & Change**

- Development of Strategic HR initiatives for the Organisation
- Development and co-ordination of organisational wide development programs such as the Young Professionals Program
- Development and overseeing the Performance Management Program
- Leadership Development programs
- Management and delivery of HR change projects initiated by the HR groups
- Organisational structure and succession arrangements for TransGrid's executive management

## **Recruitment**

- Overseeing the Workforce and Succession Planning Process
- Overseeing Diversity initiatives such as the Women@TransGrid Committee
- Recruitment of award staff and senior contract officers
- Evaluation and grading of positions for all TransGrid staff
- Entry phase and probation performance management for all staff
- Ownership and administration of HR modules in the Ellipse system and administration of the eRecruitment system
- Sponsorship and management of HR system projects, e.g. employee self service, on boarding and eRecruitment
- Employment and remuneration strategies for TransGrid's executive and senior management

## **Workplace Relations**

- Development of policy and procedures related to Workplace Relations, Apprentices, Diversity, Training and Organisation Development
- Provision of Workplace Relations Advice, Representation and Advocacy
- Management of the Grievance and Disciplinary process
- Compliance with relevant Federal and State legislation relating to employment matters.