

# POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Manager People and Culture
<b>DEPARTMENT:</b>	Corporate and Organisational Performance
<b>POSITION HOLDER:</b>	
<b>REPORTS TO:</b>	Director and Organisational Performance Corporate Services
<b>TERM OF EMPLOYMENT:</b>	Permanent / Full Time
<b>APPROVED BY:</b>	Director Corporate and Organisational Performance
<b>DATE:</b>	January 2025
<b>CLASSIFICATION:</b>	Manager

## POSITION OBJECTIVE:

- Deliver a range of strategic and operational human resources and occupational health and safety (OHS) initiatives to ensure Council's ability to attract, retain, develop and manage its workforce in line with Council's corporate directions and State and Federal legislation.

## KEY ACCOUNTABILITIES:

- Lead, inspire and develop the People and Culture team to provide high quality and consistent customer focussed service to the organisation.
- Develop, implement, and review People and Culture and OHS policies as required.
- Ensure organisational compliance with all relevant employment and workplace health and safety legislation, regulations and instruments.
- Develop, deliver and review Council's People and Culture Strategy and action plans and market these to gain organisational acceptance and commitment.
- Lead the design, development and implementation of programs and initiatives to build a strong, positive workplace culture that supports diversity and inclusion.
- In conjunction with managers and employees, undertake workforce planning across the organisation, including job design/redesign to encourage and facilitate continuous improvement.
- Ensure Council is adopting a fit for purpose approach to recruitment and selection, induction, training and development, performance management, industrial relations, workforce planning and staff engagement.
- Oversee the implementation and compliance with the staff performance, development and review system.

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- Lead the design, development and implementation of organisational development programs and initiatives to support Council to be a high performing organisation.
- Provide employee relations, industrial relations, Enterprise Agreement interpretation and health and safety advice and support to the CEO and leadership team as required.
- Provide specialist advice to managers, payroll and employees on conditions and entitlements, including WorkCover.
- Manage Council's WorkSafe requirements; including Liaison with Council's WorkSafe Authorised Insurer and other regulatory bodies regarding health and safety in the workplace.
- Manage the People and Culture Budget.

## ORGANISATION ENVIRONMENT:

**Reports To:** Director Corporate and Organisational Performance  
**Supervises:** Human Resources Officers and  
OH&S Officer

## KEY COMMUNICATIONS:

**Internal:** **Councillors**, Chief Executive Officer, Senior Management team, Managers, Supervisors, Council Staff

**External:** State and Federal Government Departments, Local Governments, Unions, Legal Advisors, Industrial Relations Specialists, Contractors and Consultants Trainers and Facilitators, Training Providers and Education Facilities, Councils Insurers, WorkSafe Victoria

## ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- High level of autonomy and self-sufficiency in developing appropriate options and recommendations for operational, OHS or human resources. The freedom to act is governed by the goals and policies of the organisation and by statute and subordinate legislation.
- The impact of decisions made, or advice given, may have a substantial effect on the organisation and individual employees. Decisions and advice must be based on a full appreciation of legislative, regulatory, policy and risk considerations.
- Independently makes decisions regarding the utilisation and management of resources within the Human Resources team to ensure a balance in maintained and all areas for which the team is responsible receive appropriate attention, resources and support.
- Required to develop relevant policies, strategies and plans. The advice and counsel provided by these positions is relied upon for guidance and part-justification for adopting particular policies the impact of which may be substantial upon the organisation.
- Delegated authority as contained in Council's register of delegations, in accordance with the *Local Government Act 1989* and other legislation as set out in the register.

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- This position has a financial delegation of \$30,000. Decisions in relation to appropriate expenditure of budget allocation must be in accordance with Council's Procurement policy and processes.

## **JUDGEMENT AND DECISION MAKING:**

- Works under limited supervision to the extent that guidance is not always available within the organisation, particularly when determining a matter where uncertainty or lack of precedent exists. It is expected external advice will be sought when required or instructed to obtain.
- Decisions made and advice provided by this position to the organisation and management team will mostly emanate from professional knowledge, experience and regulatory guidance.
- The challenge for this position is based upon skill and knowledge and will often require the identification and analysis of a range of options before a recommendation can be made. The outcomes of any decisions or actions taken may be intangible but are considered critical for the success of Council's cultural development program.
- Provides advice and recommendations to the Chief Executive Officer, Director Corporate and Organisational Performance, senior management team, managers, supervisors, employees and internal and external contractors on human resource and OHS management matters.

## **SPECIALIST KNOWLEDGE AND SKILLS:**

- Ability to broadly apply knowledge of human resources and OHS management issues, standards and practices.
- Skills and experience in policy formulation within a local government framework.
- Problem solving and analytical skills to enable investigation and resolution of human resource and OHS management matters and to improve work practices and reporting procedures.
- Requires an understanding of the wider organisation including Council's long term goals, values and aspirations, legal, socio-economic and political context along with its relationships with other businesses, agencies and the community.
- Sound knowledge of budgeting and relevant financial procedures in order to effectively plan and manage the financial resources for the People and Culture Unit.

## **MANAGEMENT SKILLS:**

- Active participation as a member of the senior management team to ensure a cohesive approach to achieving Council objectives.
- Leadership skills to successfully manage, encourage and develop the Human Resources team to ensure business objectives are met and support is provided for the achievement of the Council Plan as well as other emerging objectives in the face of organisational and external constraints and opportunities.
- Effective planning and organising skills to manage changing workload demand and competing priorities.

## **INTERPERSONAL SKILLS:**

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- Highly developed verbal, written and interpersonal communication skills to liaise with internal and external stakeholders at all levels on matters relating to human resources and OHS management.
- Highly developed interpersonal skills with the ability to persuade, convince and/or negotiate with stakeholders, other employees, tribunals and persons in other organisations who may have competing interests, on sensitive issues, project priorities and persuading senior management and staff to approve policy and process changes.
- Proactive leadership skills to effectively manage the Human Resources team.
- Respect for sensitivity and confidentiality of all matters handled.

## **QUALIFICATIONS AND EXPERIENCE:**

- Tertiary qualifications in relevant area along with extensive and diverse experience in Human Resource Management or other relevant discipline.
- Detailed knowledge and experience in delivering contemporary human resources and organisational development services.
- Well-developed understanding and knowledge of the issues, trends and government directions in relation to human resources and OHS management, including legislative requirements.
- High level research, analysis and reporting skills.
- Experience and understanding of process improvement programs.
- Current Driver's licence

## **ORGANISATIONAL RESPONSIBILITIES:**

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource and risk management policies and guidelines (including Human Rights and Equal Opportunity, Prevention of Bullying and Violence in the Workplace, Harassment Free Workplace).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives.
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

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## **CHILD SAFE STANDARDS:**

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

## **VARIATIONS TO CONDITIONS OF EMPLOYMENT:**

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

## **ANNUAL PERFORMANCE REVIEW:**

Every staff member is required to actively participate in the annual performance review/appraisal process with their supervisor.

## **KEY SELECTION CRITERIA:**

- Tertiary qualifications in relevant area along with extensive and diverse experience in Human Resource Management or other relevant discipline.
- Experience developing, promoting and evaluating relevant people management/health and safety policies and procedures and organisational culture initiatives throughout an organisation.
- Demonstrated ability to lead, manage, develop and coach a specialised team.
- Highly developed interpersonal, oral and written communication skills and the ability to negotiate to resolve complex issues and work collaboratively with a wide range of internal and external stakeholders.
- Well-developed research and analytical skills.
- Ability to interpret, understand and implement relevant Council policies and applicable legislation.
- Respect for sensitivity and confidentiality of all matters handled.

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## VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

Agreed by: .....  
Date  
**Chief Executive Officer**

Agreed by: .....  
Date  
**Director Corporate and Organisational Performance**

Agreed by: .....  
Date  
**Manager People and Culture**