

# MANAGER HUMAN RESOURCES

|                              |                                |
|------------------------------|--------------------------------|
| <b>Position:</b>             | <b>Manager Human Resources</b> |
| <b>Location:</b>             | Wadeye                         |
| <b>Classification Level:</b> | Level 8                        |
| <b>Reports to:</b>           | Chief Executive Officer        |

## Organisation

The West Daly Regional Council commenced operations on 1 July 2014 as part of local government reforms in the Northern Territory. The Regional Council includes the communities of Peppimenarti, Palumpa and Wadeye and surrounding homelands and has a population of over 3,000 residents. Council delivers core local government services such as municipal, civil and waste management and agency contracted services such as aged care, community night patrol and other community services.

## Attributes

**Service** – work performed is of the highest quality, innovative and solutions focused.

**Ethical** – applies the highest standards of integrity and ethical conduct.

**Attitude** – demonstrates a positive approach, appropriate behaviors and teamwork.

**Discretion** – makes appropriate decisions, sound judgement and communicates effectively.

**Safe** – work practices performed apply and promote Work Health Safety standards.

## Position

The Manager of Human Resources position plays an integral role in the Management Team to support the implementation of West Daly Regional Council's Regional Plan and Budget, operational plans and agency contracted services funding agreements.

This position is responsible for providing the complete range of human resource services including recruitment and selection, training and development, performance management, dispute resolution, terminations and industrial relations advice. Provide support to the Chief Executive Officer and direction, advice and guidance to Managers across a multi-disciplinary business operating in a geographically sparse and remote environment.

## Stakeholders

| <b>Internal</b>          | <b>External</b>                        |
|--------------------------|--|
| Chief Executive Officer  | Community and Homelands Residents      |
| Management Team          | Government Departments                 |
| Council Services Staff   | Community Organisations                |
| Community Services Staff | Local Government Association of the NT |
| Corporate Services Staff | Consultants and Contractors            |

## Duties

- Develop and maintain effective partnerships with staff, agencies, service providers and other stakeholders to assist in achieving Council's strategic objectives.
- Develop human resource policies and procedures in line with relevant employment legislation and advise and assist management and staff with implementation.
- Provide advice to Council management and staff on the interpretation of human resource legislation, policies, procedures, guidelines and employee relations issues.
- Promote equality and diversity as part of Council's organisational culture and practices.
- Coordinate Council staff recruitment including position descriptions, advertising, candidate vetting, interviewing and selection.
- Coordinate and administer Council's staff induction program.
- Coordinate, deliver and support staff training programs as required.
- Support the coordination and promotion of Work Health and Safety regulations.
- Provide advice on remuneration, reward and recognition and pay progression matters.
- Maintain the organisational chart and human resource database for all positions.
- Coordinate and maintain staff records effectively and with appropriate confidentiality.
- Manage the administration and maintenance of the staff performance review process.
- Mediate and counsel staff when required.
- Other duties as directed within position holder's skill set and qualifications.

## Selection Criteria

### **SKILLS, EXPERIENCE, ATTRIBUTES AND QUALIFICATIONS – SELECTION CRITERIA:**

1. Knowledge and experience in the development and delivery of contemporary Human Resource Management policies, programs and practices including Work Health and Safety and diversity.
2. Excellent organisational skills with the ability to set priorities and meet deadlines.
3. Demonstrated high level oral, written, interpersonal and ICT skills.
4. Ability to work in a cross cultural environment in a regional and remote setting.
5. Tertiary qualifications in a Human Resource Management or related field.
6. Maintain a current Northern Territory Driver's License.

### **CHANGES TO JOB DESCRIPTION:**

It may be necessary to consider changes to this job description from time to time in response to the changing nature of Council's work environment, organisational and/or statutory changes.

## Approval/ Agreement

Appointment to this position is permanent and the appointed applicant will be required to undergo a criminal history check. The position holder must be willing to adhere to Council's Code of Conduct, Conditions of Employment, Policies and Procedures.

\_\_\_\_\_  
Shaun Hardy  
**Chief Executive Officer**

I \_\_\_\_\_ have read, understood and agree to the above position description  
and accept the employment appointment.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

|          |                |
|----------|----------------|
| Created  | 31 August 2017 |
| Version  | 1              |
| Reviewed |                |