



Position Description – People and Culture Generalist

Position:	People and Culture Generalist
Band:	5
Position Number:	10006
Business Unit:	People and Culture
Directorate:	Strategy and Organisational Performance

Name of Occupant

Date Approved February 2024

Approved By Manager People and Culture

Position Objective

This position is responsible for supporting the People and Culture Business Partnering function and broader organisation, ensuring effective and timely support for all elements of the employment lifecycle.

Key Responsibility Areas

The following are the key responsibility areas for the position:

1. Support Business Partners to ensure desired outcomes are achieved in a timely manner.
2. Assist in the coordination of all aspects of the employee lifecycle including recruitment, induction, supported work, performance management and cessation.
3. Make recommendations for the improvement of practices that support all elements of the employment lifecycle.
4. Partner with all levels of leadership to build effective relationships and provide fundamental policy and legislative advice as required.
5. Assist in the implementation of organisational design, workforce planning, and job design activities to prepare for current and future people needs.
6. Support with organisation development initiatives including Employee Consultative Committee support, Health and Wellbeing programs and Capability alignment.
7. Ensure customer portals are proactively monitored, including being a point of contact when Business Partners are unavailable.

All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

Organisational Relationships

Reports to:	Coordinator People and Culture – Business Partnering
Supervises:	N/A
Internal Liaisons:	All Council employees
External Liaisons:	Industrial support providers, consultants, contractors, coaching and training providers, union organisations, professionals and/or employer associations, Government agencies.

Commitment to Culture

Baw Baw Shire Council is committed to creating a culture first environment that actively promotes and demonstrates above the line behaviours.

We will strive to be:

Optimistic – about our organisation’s future and our ability to deliver quality services and projects to benefit our community.

Pragmatic – by resolving issues and making the best possible use of our time, effort and resources.

Respectful – of ourselves, our Council and of the diverse views and perspectives of our community.

Supportive – by valuing our team members, empowering them to be successful in their roles and investing in their growth and development.

Authentic – by undertaking our work in an open, honest and transparent manner.

Resilient – in adapting with courage and agility to challenges and change within the Organisation, and our community.

Commitment to Safety

Baw Baw Shire Council has made a committed to increasing our safety performance. A high performing safety culture is created by empowering all Councillors, Employees and Volunteers to be accountable to our ThinkSAFE approach.

Our expectation is that you will **Think, Stop, Assess, Foresee and Evaluate hazards and risks** in all you do to achieve our overall goal of creating a safe work environment.

We are committed to providing a safe working environment that embraces and values child safety, diversity and inclusion. Baw Baw Shire Council has zero tolerance for child abuse and is committed to creating and maintaining a child safe organisation where all children are kept physically, emotionally and culturally safe and protected from abuse.

Fraud and Corruption

Council has zero tolerance to fraud, theft corruption and misconduct. Employees will ensure that they comply with legislation and Council policies and practices. Directors and Managers are in positions of authority and must act with due diligence to identify potential instances of fraud, theft, corruption, or misconduct.

Qualifications and Experience

The qualifications and experience required for the position include:

- Certificate in Human Resources or Business Management and/or relevant work experience in Human Resources.
- Experience working in Human Resources environment, managing a multi-disciplinary role, including customer experience and quality administration.
- Awareness and appreciation of Industrial Relations and WorkCover context, experience in this space highly regarded.
- Experience in organisation development, specifically relating to capability and culture improvement.

Key Selection Criteria

- N/A
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Accountability and Extent of Authority

The position's accountability and extent of authority will be as follows:

- In positions where the prime responsibility is to provide specialist advice the freedom to act is subject to close supervision and clear guidelines.
- The effect of decisions and actions taken on individuals may be significant, but the decisions and actions are always subject to appeal or review by more senior employees.
- Accountable for maintaining accurate, efficient and effective administrative practices.
- Accountable for the confidentiality of all information within the control of the position in accordance with Baw Baw Shire Council practice and relevant legislation.
- The incumbent is required to perform duties and provide advice in accordance with clear objectives, policies and procedures subject to frequent consultation and regular reporting.
- Accountable for quality and timeliness of work performed and advice given.

Judgement and Decision Making

Judgement and decision-making skills required for the role include:

- Objectives of the role are well defined by the particular method; technology and processes.
- The work involves solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience. Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.
- Guidance and advice would usually be available within the time required to make a decision.
- Provide advice and make decisions, within policy, legislation and procedure, from a range of choices based on industry knowledge and previous experience. Decisions will not always be clear cut and will require judgement calls to be made based on incumbent's knowledge and within the scope of the role.

Specialist Skills & Knowledge

The skills and knowledge required to perform the duties of the position include:

- Specialists and employees involved in interpreting regulations require an understanding of the underlying principles involved as distinct from the practices.

- Support employees also require an understanding of the role and function of the senior employees whom they provide support, including an understanding of long term goals of the unit in which they work.
- Ability to understand the function of the position within its organisational context, including relevant policies, regulations and precedents.

Management Skills

The required management skills include:

- Ability to manage time, set priorities, plan and organise one's own work and in appropriate circumstances that of other employees so as to achieve specific and set objectives in the most efficient way possible.
- Understanding and ability to implement personnel practices including those related to equal opportunity, occupational health and safety and employee training and development.
- Skills in managing time, setting priorities and planning the activities of the position, in order to achieve specific and set objectives in the best and most efficient way possible having regard to the resources available.
- Respond quickly to new situations, drawing where possible on knowledge, precedent and/or experience.

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Interpersonal Skills

The required interpersonal skills include:

- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of well-defined activities.
- Ability to write reports in respective field of expertise, including preparation of external correspondence.
- Well-developed oral and written communication skills and a strong organisational and team focus

ACCEPTED for and on behalf of the **EMPLOYEE**

[acceptance_status]

Acceptance of Employee

[candidate_name]

Name of Employee

[acceptance_date]

Date

