

Our Vision

A vibrant region to
Live > Enjoy > Grow
that is inclusive,
resilient and
progressive

Our Values

- > Integrity
- > Leadership
- > Vision

POSITION DETAILS

POSITION TITLE	People and Culture Manager
GRADE	18
OCCUPANT	Vacant
DIRECTORATE	Executive
REPORTS TO	Executive Leader Transformational Change
POSITION STATUS	Permanent
HOURS PER WEEK	35
NO. DIRECT REPORTS	3
NO. INDIRECT REPORTS	Nil
OPERATING BUDGET	\$340,000
CREATED	June 2022

POSITION PURPOSE

The People and Culture Manager is responsible for proactively managing the delivery of Human Resource services, through the development and implementation of contemporary and effective strategies, policies, and practices. The position will ensure compliance

with relevant legislation and industrial instruments whilst enabling a constructive and innovative workplace culture.

KEY ACCOUNTABILITIES / DUTIES

OPERATIONAL RESPONSIBILITIES

- > Work closely with the Executive Leader Transformational Change to identify, develop and implement key organisational culture, well being, engagement, and change strategies including:
 - Leadership Framework
 - Organisational Structure
 - Succession planning
 - Performance Planning
 - Staff surveys/engagement
- > Lead the development and implementation of the Workforce Management Strategy
- > Explore and develop innovative HR and leadership strategies to meet workforce demands
- > Strategic Human Resource Management, Workforce Planning, Payroll, Recruitment, Performance Management, Industrial Relations, Health and Wellbeing, Work Health and Safety, and Workers Compensation and Injury Management.

HUMAN RESOURCE SERVICES

- > Ensure the effective and efficient management of the following human resource functions:
 - Recruitment
 - Learning and Development
 - Payroll
 - Salary System
 - Performance Management
 - Health and Wellbeing
 - Work Health and Safety
 - Workers Compensation and Injury Management
 - Industrial and Employee Relations
 - Equal Employment Opportunities
- > Develop, implement and maintain HR function policies and practices that reflect contemporary, evidence-based approaches and meet legislative requirements.

RECRUITMENT

- > Manage the recruitment function so that Council recruits, retains and develops highly skilled and motivated staff to support Council's culture, values and strategic direction.

LEARNING AND DEVELOPMENT

- > Develop and implement learning and development programs across Council that will build on employee capability and opportunity through career development and enhancement.
- > Ensure that all training and professional development is linked to organisational goals and coach individuals to improve performance and capability.
- > Develop and manage the learning and development budget and training plan.

PAYROLL

- > Manage the delivery of efficient payroll services ensuring accurate and professional advice to the organisation on all payroll matters and compliance with all payroll legislation.

SALARY AND PERFORMANCE MANAGEMENT SYSTEM

- > Develop, manage and maintain an effective salary administration system.
- > Develop and monitor an integrated performance management system.
- > Lead, monitor and review the performance management system ensuring that appropriate plans are in place for managing succession, retention, talent and career development.

WORK HEALTH AND SAFETY

- > Drive a culture of safety first within Gilgandra Shire Council
- > Maintain an accurate and up to date understanding of legislation addressing WHS
- > Lead the development and implementation of an organisation wide safety management system including:
 - Advisory, coaching and development services
 - Incident investigation
 - Risk management

WORKERS COMPENSATION AND INJURY MANAGEMENT

- > Manage the workers compensation function ensuring statutory obligations are met and injured and ill employees recover at work in a timely and safe manner.
- > Develop, review and monitor workers compensation policies and procedures.

INDUSTRIAL AND EMPLOYEE RELATIONS

- > Provide specialist advice, guidance and support regarding current industrial award provisions, legislative matters and employee relations issues.
- > Undertake the management of industrial disputes
- > Develop and maintain effective and collaborative working relationships with local government unions and relevant industrial bodies.

EQUAL EMPLOYMENT OPPORTUNITY

- > Foster a fair, equitable and harassment free workplace.
- > Develop, maintain and implement an Equal Employment Opportunity Management Plan

LEADERSHIP AND RELATIONSHIPS

- > Lead in a professional and ethical manner, promoting the vision and values of the organisation.
- > Provide the communication link from the Executive Leader Transformational Change to the members of the People and Culture team
- > Form positive, collaborative and customer focused relationships with internal and external stakeholders.

FINANCE

- > Develop and manage the People and Culture budget.

PEOPLE MANAGEMENT

- > Manage and coordinate the People and Culture team and their duties ensuring that individual accountabilities and performance are monitored and achieved.
- > In conjunction with Council policies, make recommendations to the General Manager on appointments, promotions and terminations.
- > Ensure appropriate communication to all staff to ensure awareness of relevant key issues.

CORPORATE REPORTING, PLANNING AND MONITORING

- > Work closely with the Executive Leader Transformational Change to prepare, monitor and implement input into strategic plans and documents that include:
 - Community Strategic Plan
 - Delivery Plan
 - Operational Plan and Budget
- > Provide input into policies and procedures as required and monitor performance.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- > Certificate IV in Human Resources or relevant tertiary qualification
- > Four years relevant work experience
- > Well developed leadership, negotiation and interpersonal skills
- > Advanced written and verbal communication skills
- > Sound understanding of Work Health and Safety
- > Sound understanding of Industrial Relations legislation
- > Current driver licence

DESIRABLE CRITERIA

- > Working knowledge of the Local Government (State) Award/s and other associated NSW and Commonwealth legislation and regulations
- > Recover at Work accreditation
- > Proven experience in strategic planning
- > Experience in the development and maintenance of budgets

AUTHORITY AND ACCOUNTABILITY

- > Policy, processes and procedures are readily available but the jobholder is required to choose the appropriate actions within these frameworks. Unusual problems may be referred for clarity of policy direction or guidance.
- > Decisions made by the job holder affect the work and activities of others within the section or from a specific project team.
- > The work of the job holder influences the external environment by ensuring services are consistent with Council standards.

- > The job holder is involved in the development and maintenance of organisational work standards and safety, or provides instruction, coaching and/or training concerning such standards.
- > The job holder develops a complete budget for a section or a specific project. Responsible for costing resources/time/people and materials.
- > The job holder should review financial targets for section and forecast costs and commitments. Achieve results through cost and revenue targets and active management of expenditure for section. Use procedures such as benchmarking to monitor cost effectiveness.

JUDGEMENT AND PROBLEM SOLVING

- > Problems are solved by evaluating and analysing readily available information. Judgement is important as there is often no right or wrong solution.
- > The jobholder must evaluate a variety of issues in more complicated situations in consultation with other stakeholders.. Considerable investigation and adaptive thinking will be required.
- > Ongoing planning is required to ensure strategic outcomes or the coordination of resources covering multiple work cycles or long term projects.
- > Understand the current and desired market positioning and strategic business direction of the organisation and apply business principles to the Department(s) to achieve these aims.

MANAGEMENT SKILLS

- > Direct supervision of an employee or team of employees or leading a team of professional or specialist staff on special projects or assignments.

INTERPERSONAL SKILLS

- > This job requires written communication skills which enable the job holder to write detailed correspondence, reports and submissions that require original sentence, paragraph construction and wording.
- > The jobholder has high visibility with customers, usually away from Council premises.
- > The job holder is required as a major part of the job to provide service to internal customers, with accountability for measuring and consistently improving service.

CORPORATE WIDE ACCOUNTABILITIES

WORK HEALTH AND SAFETY

All employees are responsible for the Work Health and Safety (WHS) for Gilgandra Shire Council and their duties include:

- > Complying with Council's WHS policies and procedures
- > Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- > Reporting an potential hazards, incidents or injuries to their Supervisor or People and Culture within 48 hours
- > Participating in any WHS consultation arrangements
- > Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- > Correctly using all personal protective equipment
- > Complying with emergency and evacuation procedures and site rules if applicable

SUSTAINABILITY AND TRANSFORMATIONAL CHANGE

Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability and transformational change into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable and transformational change work practices.

CODE OF CONDUCT AND EQUAL EMPLOYMENT OPPORTUNITY

Staff will, at all times, adhere to:

- > Council's adopted Code of Conduct
- > Council's Equal Employment Opportunity and Workplace Bullying policies to adopt a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work with the requirements of the position and will abide by Gilgandra Shire Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature: _____

Date: _____