

Position Description

POSITION TITLE		Manager People and Performance			
REFERENCE/POSITION NUMBER		HRE011			
DEPARTMENT		Environmental Services	<div></div>		
ACCOUNTABLE TO		Director Environmental Services			
SUPERVISOR		Director Environmental Services			
DIRECTLY SUPERVISES		6			
INDIRECTLY SUPERVISES		8			
VOLUNTEERS SUPERVISED		None			
GRADE	20	STATUS	Permanent	TYPE	Full time
HOURS	35		LOCATION	Administration Building	
MOBILE PHONE	Yes		LAPTOP	Yes	
VEHICLE		Operational and private use			
LAST UPDATED		5/10/2021			



RESPECT

We treat others as we expect to be treated
- in a fair and professional manner.



INNOVATION

We champion change in order to provide superior services to our community.



INTEGRITY

We are open, honest and ethical in our behaviours
- at all times.



TEAMWORK

We are one team - working together with trust and commitment to achieve shared goals.



EXCELLENCE

We aspire to be the best
- in everything we do.

OBJECTIVES

- To get the right people, with the right capabilities, in the right role, doing the right things, at the right time to achieve Council's vision and goals.
- To drive organisational change and development to achieve a people-oriented high-performance culture that emphasises quality leadership, one-team, empowerment, engagement and excellent delivery.
- Provide leadership, strategic direction and accountability for the following functional responsibilities:
 - Human Resource Management
 - Risk
 - Governance
 - Complaints Management
 - Corporate Planning
 - Work Health and Safety
 - Organisational Development

SELECTION CRITERIA

ESSENTIAL

- A Bachelor Degree, in Human Resources, Business, Governance or at least 10 years equivalent experience
- Strategic planning skills and experience in developing and delivering HR/OD frameworks, strategies policies, plans and projects to align people and organisational goals and improve culture and engagement
- Excellent interpersonal, communication and negotiation skills with demonstrated experience in conflict resolution and negotiations that require high level communication and planning to achieve successful outcomes.
- Significant experience and proven track record of leading and managing people, inspiring others to perform and meet agreed outcomes.
- Ability to manage change and encourage innovation in a demanding and multi-tasked environment.
- Proven track record in designing and implementing change management processes in a complex environment.
- Excellent organisational, time management and project management skills
- Experience developing, implementing and reviewing strategic plans, corporate plans, plans, policies and protocols.
- Committed and able to build strong relationships and provide excellent customer service, with a can-do attitude, sound judgment and common sense.
- Knowledge of Local Government and a comprehensive understanding of current workplace legislation, including an understanding of the NSW state industrial relations system and the Local Government (State) Award 2020
- Class C Driver's Licence.

DESIRABLE

- Knowledge of each of the functions – Recruitment Induction, Job Evaluation, Performance Management, Learning & Development, Organisational Development, Payroll, Risk Management, Workers Compensation and Workplace Health and Safety.

DUTIES

Manage the People and Performance function for Council

- Provide leadership, direction and support to staff involved in the operation of the People and Performance section to ensure effective delivery of services to both internal and external customers

Strategic Planning, Advice & Implementation

- Lead the development and implementation of high-quality people and organisational development strategies, policies, plans and initiatives that are aligned to Council's strategic objectives
- Effectively manage and review HR policies, processes, practices and operating requirements to achieve our goals and support our strategies, focusing on continuous improvement
- Ensure legislative compliance and alignment across Council's policies and practices
- Provide timely, clear and concise reporting and advice to the CEO, ELT and Council against key business and performance goals, key issues and developments, and risk
- Develop and maintain a workforce plan and complimentary policies and strategies that address resourcing, talent attraction, development, retention of high performing people and succession planning to deliver our plans and statutory obligations
- Ensure that appropriate training and development requirements for individuals and teams are identified, planned, co-ordinated, delivered efficiently and effectively to achieve Council objectives
- Collate information, analyse and report workforce trends and key issues and develop best practice approaches to addressing them
- Support the scheduling of projects and work programmes to ensure we have the right people available at the right time with the right skills (within financial and other constraints)

Risk Health and Safety

- Champion and provide visible leadership in health and safety systems, practices, awareness and compliance to achieve a healthy and safe workplace
- Lead the development of Council's Health, Safety and Wellness strategies, policies, processes and practices
- Managing Council's risk exposure through the implementation of an effective Risk Management Framework and by building "a risk aware culture" within Council;
- Coordinate the review, updating and testing of Councils' Business Continuity Plans including Disaster Recovery Processes
- Actively lead proactive, timely and accurate Health and Safety reporting across the business and with our people leaders, ensure all corrective actions are implemented
- Oversee investigations of serious harm workplace accidents, notifying WorkSafe where necessary and assisting them with their investigations
- Create a team culture, supported by processes and practice, that views health, safety and wellbeing as a critical element of business as usual

Culture, Engagement and Change Management

- Undertake periodical organisational culture surveys and work with ELT to develop and implement a focused action plan
- Challenge and support people to manage and improve behaviours and practices that don't align with good practice and our values

Governance

- Provide advice and guidance to Councillors and staff on continually improving governance across the organisation
- Manage the corporate compliance framework and provide advice to address any deficiencies or breaches
- Oversee the development of Council's overall governance frameworks, GIPA requirements, complaints management, delegations register, compliance framework and policy register
- Instil and create a culture of transparency and ethics in the decision making, management of conflicts of interest, Council meeting and committee process of the organisation.

Corporate Planning

- Lead the development of business performance management tools and measurement systems to facilitate and support corporate performance improvement
- Oversees the accurate and timely management of Council's Integrated Planning and Reporting Functions under the Local Government Act
- Help drive innovation and improvement in communicating the performance of the organisation to the Councillors, key State agencies and the broader community.

Employment Relations, Performance, Remuneration and Reward

- Actively manage Council relationships with internal and external union representatives and contribute to the creation of healthy and robust relationships between the parties where open communication, diversity of views and exchange of ideas can occur.
- Co-ordinate / oversee preparation and regular review of job descriptions (including salary range) and person specification
- Develop the core competencies and skills matrix (for roles, leadership and culture) required for Council to meet its goals
- Facilitate the job evaluation process, ensuring integrity and consistency of results across positions; advising people leaders on process so they can make unbiased decisions.
- Lead the development and implementation of remuneration strategy, processes and systems to ensure they are fit for purpose and position us appropriately in the market place
- Champion performance management and facilitate annual reviews of staff work performance Lead the development and implementation of performance and professional development systems, ensuring appropriate linkages with remuneration and reward
- Provide mentoring and guidance to managers in formal people processes, including advice and guidance to employees and managers for remuneration and performance management/ development matters
- Facilitate the resolution of staff management and employment relationship problems as required
- Assist people leaders with the resolution of disciplinary, grievance / complaint or relationship breakdown matters as required
- Represent the Council in informal and formal disputes processes and forums, as required

CORPORATE RESPONSIBILITIES

RESPECT AND DIGNITY

All employees are required to:

- Promote respect for others and fairness and equity, acting in accordance with principles of EEO and Anti-Discrimination
- Demonstrate respect for others and contribute to a positive work environment
- Take appropriate action to prevent bullying, harassment and discrimination of others
- Identify and minimise exposure to risk for self and others

INTEGRITY

All employees are required to:

- Comply with the Code of Conduct and all relevant legislative requirements, Council plans, protocols, policies and procedures
- Work within budget and time constraints to optimise outcomes while balancing resource requirements
- Apply policies, protocols and guidelines equitably and without personal bias
- Model Council's Values
- Use and protect Council's information, resources, equipment and systems in accordance with relevant protocols, policies and legislation

INNOVATION

All employees are required to:

- Identify and, in consultation with their supervisor, initiate opportunities for improvements in processes and service and waste minimisation
- Seek to understand and embrace relevant best practice and industry trends relevant to own work area
- Participate in ongoing learning and embrace relevant technology and change

TEAMWORK

All employees are required to:

- Actively share information, knowledge and skills with others to optimise organisational performance
- Take interest in and provide feedback on corporate initiatives
- Work positively and proactively with others, and to the best of your ability, to deliver organisational outcomes
- Provide support and advice, to others, in own area of expertise

EXCELLENCE

All employees are required to:

- Meet or exceed functional responsibilities and service level agreements described in position description and operational plans
- Support and use contemporary frameworks designed to optimise systems and processes
- Demonstrate an understanding of the needs of internal and external customers, as relevant to the role, anticipating and meeting their needs with the parameters of Council requirements
- Ensure current competence and relevant accreditation/licencing
- Follow safe and ethical practices to minimise risk to self and others
- Actively participate in relevant training and seek opportunities for ongoing learning as applicable
- Report incidents, illnesses and injuries immediately and take appropriate follow-up action if required

WORK, HEALTH AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, protocols and procedures.

Work Health and Safety (WHS)

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- Participate in development of safe work methods and risk assessments with your supervisor when required
- Actively participate in WHS inductions and training when required
- Wear personal protective equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to Council's property to the responsible Manager

Certificates of Competency / Licences

- Where required for the position, either by legislation or through Council's policies, protocols and procedures, maintain all certificates, licences, operative training etc for the group, and advise the responsible Manager of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to the responsible Manager immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Manager

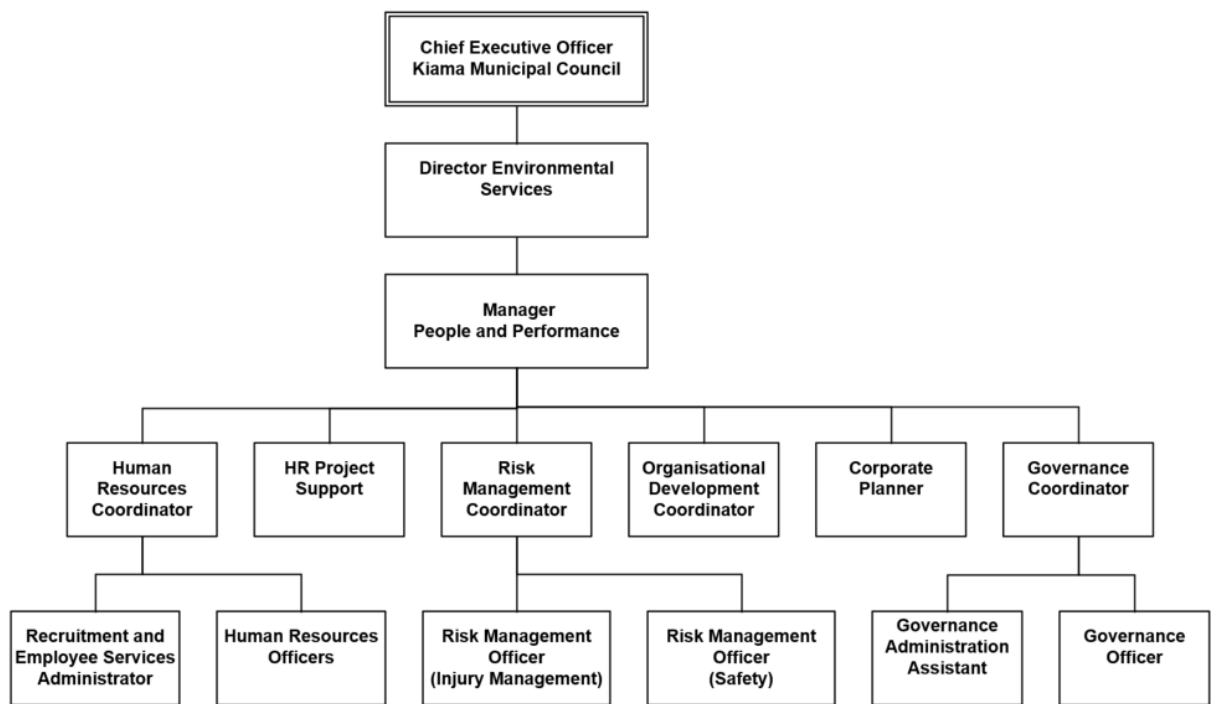
Equal Employment Opportunity (EEO)

- Work to the best of your ability and provide quality service to customers
- Recognise the skills and talent of other staff members
- Act to prevent bullying, harassment and discrimination against others in your workplace
- Respect differences among your colleagues and customers such as cultural and social diversity
- Treat people fairly - don't discriminate against, bully or harass them
- Work in keeping with the Kiama Municipal Council's EEO management plan and other EEO policies

DELEGATIONS	
FINANCIAL DELEGATION:	\$50,000
RESPONSIBILITY DELEGATION:	Act in accordance with instrument of delegation
NO OF CONTRACTS MANAGED:	1-5
ANNUAL VALUE OF CONTRACTS MANAGED:	From\$100,000 to \$1m
CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:	From\$100,000 to \$1m
BUDGET DEVELOPMENT:	Develops section or project budget

CONDITIONS OF EMPLOYMENT		
AWARD/AGREEMENT	Local Government (State) Award	
PROTOCOLS:	Employees are to comply with Council's Code of Conduct and Council protocols at all times.	
PRE-EMPLOYMENT REQUIREMENTS:	<ul style="list-style-type: none"> Physical and mental capability to perform the inherent requirements of the position 	
	<ul style="list-style-type: none"> Proof of ability to legally work in Australia 	
	<ul style="list-style-type: none"> Pre-employment screening to Australian Standards in Employment Screening. 	
	<ul style="list-style-type: none"> Criminal record check 	Yes
	<ul style="list-style-type: none"> Pre-employment medical 	No
	<ul style="list-style-type: none"> Working with children check 	Yes

REPORTING RELATIONSHIPS



I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Employee Signature:

Date: Drop down for date