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| **Job Title:** | Human Resources Manager |
| **Award:** | *Non-Award – Senior Contract* |
| **Employment Type:** | Full Time Fixed Term Contract |
| **Department:** | Corporate Services |
| **Reports to:** | Corporate Services Manager |
| **Approved:** | Emil Moul, Chief Executive Officer |
| **Signature:** |  | Version Date: | …../…../….. |

**POSITION OBJECTIVE**

The Human Resources Manager is responsible for the delivery of human resource (HR) services which align with Council’s vision and objectives.

The position has dual operational and strategic roles and has extensive day to day contact with the community.

**WOORABINDA ABORIGINAL SHIRE COUNCIL (WASC)**

**Our Vision**

A community of opportunity

**Our Purpose**

Woorabinda Aboriginal Shire Council will:

* Provide adequate infrastructure to support the needs of the community
* Facilitate and support the development of employment and business opportunities
* Work with local service providers, State and Federal Government to maximise the effectiveness of its services
* Protect Country and maintain strong cultural identity

**Our Values**

Respect – We respect and value our country, our culture, our people and our neighbours

Strong Creative Leadership – We welcome the responsibilities given to Council by the State and Commonwealth Governments and we are committed to maximising the Council’s role in community advancement.

Fairness – We recognise that all residents must be treated equally with sincerity and honesty while respecting the rights of individuals

Honesty – We value honesty and appreciate its importance in the development of trust

Efficiency – We value efficiency because it allows us to achieve more

**POSITION SPECIFIC KEY RESPONSIBILITIES**

1. Provide high level guidance and support to management on employee relations and industrial legislation to ensure that Council practices comply with relevant legislation.

2. Lead the development and implementation of HRM frameworks and strategies, succession plans, policies and procedures which align with Council’s strategic direction and comply with legislation.

3. Deliver operational services in all facets of human resources including, but not limited to:

* employee and industrial relations
* recruitment and selection of staff
* case management of underperformance and disciplinary actions
* learning and development
* payroll
* workplace health and safety
* workers compensation and rehabilitation

4. Coach and mentor local staff as part of succession planning for this position and other senior positions.

**SELECTION CRITERIA**

1. Previous leadership experience managing the human resources function in a similar role.

2. Demonstrated high level ability to interpret and apply legislation and industrial agreements specific to the Queensland local government environment.

3. Extensive knowledge of contemporary human resources practices and principles and the ability to translate this knowledge into strategic planning and delivery of operational human resource services.

4. High level of interpersonal skills including demonstrated mentoring, coaching, liaison, consultation, listening and negotiation skills.

5. High level written communication skills including experience in producing reports, recommendations, policies, and other complex documents.

6. Sound analytical and problem solving skills and the ability to think strategically.

7. Demonstrated behaviour which supports a diverse, equitable and safe workplace.

8. Personal attributes that engender commitment, passion, energy, drive, initiative, resilience and respect.

9. Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people is essential. Experience working and living in remote areas and/or aboriginal communities would be highly regarded.

**CORPORATE RESPONSIBILITIES**

**Policy and Procedural Responsibilities**

Be aware of, and act in accordance with all council policies and procedures.

**Code of Conduct**

Adhere to behaviours, responsibilities, and actions identified within Council’s Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

**Work Health and Safety**

## Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

**General**

* All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area;
* All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence, and preferably prior to their start time.
* Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
* Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
* The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council’s aims and objectives;
* It is a requirement that all Council employees maintain a current manual “C” class driver’s licence at all times where driving forms part of regular work activities.

**ORGANISATIONAL RELATIONSHIPS**

Reports to: Corporate Services Manager

Internal Liaison: Members of the Corporate Services Team, Chief Executive Officer, Managers, Councillors, and all Woorabinda Aboriginal Shire Council employees.

External Liaison: Federal and state government agencies, statutory authorities, Local Government Association of Queensland, industrial associations, members of the community

**MANDATORY REQUIREMENTS**

* Possession of a “C Class Driver Licence.
* Police Clearance

**POSITION DESCRIPTION AUTHORISATION**

This position description is subject to change from time to time as Woorabinda Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.