

Unit Manager HR, Safety and Wellbeing

Position Description



Merri-bek
City Council

Position number:	1338
Classification:	Senior Executive Officer
EA:	Moreland City Council Enterprise Agreement
Directorate:	Business Transformation
Branch:	People and Safety
Unit:	People and Safety
Reports to:	Manager People and Safety
Supervises:	HR Unit: Recruitment Business Partner x 1, HR Systems and Reporting Analyst x 1, HR Officer x 1, Learning and Development Officer x 1, First Nations Employment Officer x 1 Safety Unit: Safety Adviser x 1, Safety & Environment Adviser x 1, Occupational Rehabilitation & Wellbeing Adviser x 1, Child Safe Adviser x 1
Approved by:	Chief Executive Officer

Organisational vision:

One team, brave and diverse, making a difference

Organisational values:



With the community at the heart, this is our promise:



Position objectives

This position leads the HR, Safety & Wellbeing Unit and is responsible for overseeing, improving, and leading the HR, Safety & Wellbeing activities across the organisation for all employees, contractors, and visitors, ensuring that Council complies with its legal requirements and strives for best practice in the provision of effective HR practices and a safe workplace for all. This incorporates responsibilities for enhancing all elements of the employee life cycle including recruitment, onboarding, offboarding, training and HR administration.

(NB: This role will work closely with the Senior Coordinator Workplace Relations, which has responsibility for overseeing employee and industrial relations matters, including joint consultative committee, performance management, PDRs, related termination processes, support of EA negotiation and implementation and employee work practices and entitlements.)

Key responsibility areas

Human Resources - People

1. Implementation of the Service Unit Plan and other key performance indicators as set annually by the Manager People and Safety/ and Business Transformation management team.
2. Oversee the Recruitment and Onboarding process and functions, including recruitment systems and budget, use of contractors and talent attraction/Employee Value Proposition to support Council being recognised as an Employer of Choice, by providing effective leadership to the Recruitment Business Partner.
3. Build partnerships ensuring the operations and functions of the team are carried out in a safe and collaborative manner to approved standards, within budget and in accordance with agreed timeframes. This may include consultation with the HR Business Partner Team, Managers, the Senior Management Team and Union representatives.
4. Provide effective leadership and direction to the HR Administration team for the effective contracting, documentation and record keeping and HR System administration
5. To develop a best practice HR data and reporting suite to ensure information is delivered on a timely basis and at professional and accurate level as required.

6. Lead and/or support the development and review of contemporary HR policies and procedures and HR templates to ensure they are up to date, relevant, disseminated across the organisation and compliant in terms of records management/privacy compliance.
7. Oversee the delivery of effective, high quality and professional Learning and Development services which support objectives within the Council Plan and align to legislative requirements. Provide high level input into the development and management of corporate learning and development programs for employees to ensure alignment with current and future business and compliance needs, increasing staff skill levels, knowledge, and overall professional competencies.

Safety and Wellbeing

1. Deliver effective, high quality and professional workplace health, safety and well-being services which contribute to the development of a culture that promotes the well-being of all staff and ensures safe methods of work are employed by all staff and risk of injury is reduced.
2. Drive workplace health and safety management processes across Council and ensure expert advice is provided on all matters relating to workplace health and safety, including the functions of employee well-being, incident and injury management, workers compensation/claims management, return to work and associated insurance premium management.
3. Build capability of the Unit team members through coaching, mentoring, and developing direct reports in order to achieve the required outcomes; the role also coaches leaders across the organisation to mature/embed a safety culture across the organisation.
4. Evaluation and continuous improvement of OHS management systems through appropriate audit frameworks, including review of systems of control, documentation, data, and reporting (Safety MAP / Quality Assurance systems); ensuring implementation across the organisation and compliance with WorkCover and relevant legislation.
5. Provide information and advice to management and governance regarding serious OHS risks to the organisation, and support collaborative propose to devise appropriate solutions, including development and use of risk assessment and risk management tools.
6. In consultation with the Branch Manager and Safety & Wellbeing Team, further develop, implement and review OHS strategic planning and reporting to the Executive/management (including appropriate reports e.g., industry trends, improvement of OHS practices, gather, and analyse OHS statistical data and report trends and recommend any required actions).
7. Lead and/or support OHS relevant committees, investigations, or risk assessment processes.
8. Achieve the Service Unit Plan and key performance indicators set out annually.
9. Building partnerships ensuring the operations and functions of the team are carried out in a safe and collaborative manner to approved standards, within budget and in accordance with agreed timeframes. This may include consultation with the Senior Coordinator Workplace Relations, HR Business partners, Manager People and Safety, the Senior Management Team and Union representatives.

10. Analysis of issues, interpretation of precedent and consideration of best practice OHS is important in the delivery of outcomes for this position.
11. Along with the safety and wellbeing teamwork with the Learning and Development officer to recommend and implement a standardised approach to coaching, training, and development of staff in relation to safe work practices, health, and well-being in accordance with Council's policies, procedures, and legislation.
12. In conjunction with the Occupational Rehabilitation and Wellbeing Advisor oversee injury management, Return to Work and wellbeing services, and provide specialist advice and support to all levels of the organisation on OHS, Worker's Compensation and wellbeing related matters.
13. Lead and/or support the development of OHS policies and procedures to ensure they are up to date, relevant, disseminated across council and compliant for privacy records compliance.

Management

- Provide strategic direction and drive change, whilst ensuring continuing delivery of service. This will be achieved through the ongoing development of a culture of continuous improvement, innovation, inclusion, and collaboration.
- Support, develop, coach and mentor managers and staff, with the aim of building a culture of teamwork, collaboration, and learning, to create the best community outcomes.
- Lead the HR Operational Unit to achieve budget targets and contribute to achievement of Council goals and the sustainability of community services.
- Lead the Safety and Wellbeing Team to achieve budget targets and contribute to the achievement of Council goals and the overall reduction in workplace injury and associated claims costs
- Successfully leverage technological and business systems to deliver accurate and impactful data, direction, and support.
- Plan and organise team workload with minimal instruction and prioritise competing demands, manage team projects and time well and exercise judgment and initiative.

Leadership competencies and accountabilities

Competencies:

- **Community and Customer First:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- **Drives results:** Consistently achieving results, even under tough circumstances.
- **Plans & Aligns:** Planning and prioritising work to meet commitments aligned with organisational goals.

Accountabilities:

- Foster an ethical culture and behave ethically.
- Champion customer-centric behaviours and community engagement which puts the community at the heart.
- Champion environmental sustainability and include environmental objectives and targets into projects and programs.
- Promote inclusion, diversity, and equity in the workplace.

- Implement and maintain health and safety requirements, promote a culture of safety, and demonstrate effective leadership on workplace health and safety.
- Promote cross-team and cross-organisation collaboration.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating, and monitoring risk relevant to the role, the work area and broader organisation.
- Implement and maintain continuous improvement.
- A sound knowledge of budgeting and relevant accounting and financial procedures with the ability to manage a complete program budget.

Other duties:

- Required to undertake other duties as directed.

Organisational relationships

Internal Relationships	The Executive; Senior Leadership Team (SMT); Contract Managers; Unit Manager People, Payroll Team; All Staff
External Relationships	Union officials, Industrial advisors, Federal and State Government departments and agencies, Peak bodies, Other Councils, Consultants, Legal practitioners, Workcover, Tribunals (e.g., Fair Work Commission)
Extent of Authority	Unit Managers are supported to make all decisions in relation to their area by the Branch Manager in accordance with Council's policies and procedures, Council authorisations and the instrument of sub-delegations from the Chief Executive Officer.

Task analysis

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional
Performing clerical duties	✓		
Working on a keyboard	✓		
Driving cars and/or trucks			✓
Other (please specify)			

Key selection criteria

- Degree or Post Graduate qualification in HR or OHS and/or a relevant management discipline is highly desirable or working toward achievement of a relevant qualification.
- Proven experience in the management of a team and leading during a time of change.
- Proven WHS experience gained in a similar role within a complex operating environment.

- Demonstrated effective decision-making skills using strategic thinking for positive outcomes
- Demonstrated ability to develop a customer centric approach and partner with all levels of management and staff to coach and support in relation to People, Safety and Wellbeing service provision.
- Excellent written and verbal communication skills, which facilitate interaction, cooperation, trust and mutual learning with colleagues and stakeholders.
- Project management experience, including ability develop and implement strategies, policies, plans and procedures.
- Sound understanding of compliance obligations and legislation as they relate to People, Safety and Wellbeing.

SIGNATURE PAGE

This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.

..... Date / /
(Staff member's signature)

..... Date / /
(Supervisor/Manager's signature)

Please scan signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.