
Manager People and Culture

Position description

September 2019







Northern Grampians Shire Council
LIVE | WORK | INVEST | VISIT

CONTACT US

-  ngshire@ngshire.vic.gov.au
-  www.ngshire.vic.gov.au
-  (03) 5358 8700
-  PO Box 580 Stawell VIC 3380

CONNECT WITH US

-  facebook.com/ngshire
-  [@ngshire](https://twitter.com/ngshire)
-  [@northerngrampiansshire](https://www.instagram.com/northerngrampiansshire)
-  #ngshire #liveworkinvestvisit #wandervictoria

Position description

Position title	Manager People and Culture
Classification	SEO
Department	Corporate Services
Establishment Number	CPSC01

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented Activity Based Working, operate on Google platform, and where possible we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or out in the community.

Position objectives

Setting the strategic direction and framework for all People and Culture activities to optimise and enhance the organisation's service levels, culture, employment brand, employee experience, and reputation with staff and the community. The Manager People and Culture will support leaders in growing and developing the skills and capacity of staff.

Key responsibility areas

Responsible for the effective and efficient delivery of high quality people management. Responsible for the provision of support and professional expertise to management and employees.

Strategic People Leadership

- Develop and deliver People and Culture strategic plans aligned to the Council Plan.
- Uphold organisation-wide standards for all People and Culture policies, systems, processes and practices.
- Motivate, lead and inspire the People and Culture team to provide quality services to the organisation.

Employee Services

- Ensure Council is delivering the best practice approach to recruitment and selection, induction, training and development, payroll services, performance management, industrial relations, workforce planning and staff engagement.
- Provide expert advice and human resource services for organisational leaders in relation to performance management, disciplinary processes, disputes and grievances.

Safety and Wellbeing

- Develop, implement and maintain an effective Occupational Health and Safety management system throughout the organisation, to drive a positive safety and wellbeing culture.
- Develop and implement innovative staff wellbeing solutions.

Organisational Development

- Design, develop and implement organisational development initiatives and programs to assist the Council to be a high performing organisation and an employer of choice.
- Oversee the implementation of a staff performance, development and review system.
- Design and deliver a learning and development plan for the organisation.

Industrial Relations

- Ensure organisational compliance with all relevant employment legislation, regulations and instruments.
- Lead the negotiation process of future Enterprise Agreements.
- Maintain effective relationships with employees and their representatives.

Corporate responsibilities

All staff will:

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, risk management, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Director Corporate Services
Manages	People and Culture Team (OHS, Wellbeing, Payroll and Human Resources).
External relationships	Auditors, external contractors, general public, government departments and agencies.
Internal relationships	All Council employees

Accountability and extent of authority

The Manager People and Culture is accountable for:

- The efficient and effective management of the People and Culture team to meet the needs of the Council and the community.
- Management of the services and activities of the department in accordance with all relevant legislation and industry best practice.
- Preparation of business plans, service plans, performance development plans and performance indicators for the department that are consistent with Council's organisational planning framework.
- Departmental achievement of the objectives of the Council Plan.
- provision of high level advice to the organisation and Council in relation to departmental responsibilities.
- Strong relationships and management support within the department and in other key areas of the organisation.
- Development, management and monitoring of the Department's budget.

The Manager People and Culture has the authority to:

- Make and implement independent decisions on the day-to-day operation of the team.
- Develop, support and implement strategies, policies and procedures.
- Freedom to provide specialist advice subject to professional and regulatory review.
- Undertake delegated authority in accordance with Council policy.

Judgement and decision making

- There will be a high degree of complexity in the work undertaken, guidance and advice may be sought from beyond the organisation and decisions will be consistent with relevant legislation, principles, policy or procedure.
- The position is required to exercise skills in problem solving and particularly to be proactive and innovative in the resolution of issues.
- Ability to translate corporate goals and objectives into practical outcomes.
- Develop priorities and plan improvements in accordance with overall team goals.
- Demonstrated ability to lead a team of professionals to provide effective and efficient performance in achieving Council's objectives.

Specialist skills and knowledge

- Sound knowledge of, and demonstrated ability to provide advice on People and Culture matters in order to resolve complex issues.
- Sound knowledge and understanding of Industrial Relations including the Acts and Regulations relating to Workplace Relations and Equal Opportunity and other legislative requirements.
- Ability to appropriately deal with sensitive and highly complex matters that may present significant risk.
- Ability to think strategically both within and outside the department, while identifying operational impacts of strategic decisions.

Management skills

- Management skills with the ability to provide leadership, effective communication and appropriate resources to a team of professional service providers.
- High level written and verbal communication skills and a high level of negotiation skills and the ability to resolve problems innovatively.
- Ability to perform in a strategic management role and to ensure appropriate service delivery consistent with corporate objectives and the service expectations of customers as appropriate.
- Ability to plan, introduce and manage change.
- Financial skills with the ability to manage the financial operations of the service area and contribute to the overall financial management of the organisation.

Interpersonal skills

- Highly developed interpersonal skills evidenced by an ability to build and maintain effective relationships with Council, management, employees and the community.
- Demonstrated ability to resolve complex issues through effective mediation, negotiation and conflict resolution.
- The ability to provide specialist advice to, and work confidently with the Chief Executive Officer and Senior Leadership Team with the experience to effectively challenge and contribute to the strategic direction of the organisation.
- Excellent written communication skills including letter writing and reports to Council, Government and other agencies.

Qualifications and experience

- Tertiary qualifications in Human Resource Management / Industrial Relations or other relevant discipline with several years relevant experience.
- Experience in delivering contemporary solutions-focused People and Culture initiatives that are consistent with strategic objectives.
- Substantial experience in local government or other public sector experience.

Selection criteria

1. Tertiary qualifications in Human Resource Management, Business or other relevant discipline with several years experience, or extensive relevant Human Resource Management experience with a proven track record in delivering results.
2. Significant ER/IR experience and experience dealing with complex problems, particularly coaching line managers and case managing under-performance or disciplinary concerns.
3. Understanding of the relevant Awards, Acts and regulations as it applies to this role and the ability to interpret legislation and provide advice and guidance to the organisation.
4. Demonstrated leadership skills, including the ability to inspire and drive organisational performance.

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

Tenure - Temporary, maternity leave contract until January 2022.

Qualifying Period - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - Appointments may be required to undertake a satisfactory pre-employment medical examination at Council's expense.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	September 2019
Reviewed by	Director Corporate Services
Approved by	Chief Executive Officer

Employee Signature

[acceptance_status]

[acceptance_date]

[candidate_name]