

POSITION DESCRIPTION

EXECUTIVE MANAGER CORPORATE PLANNING AND WORKFORCE

Position Description

Directorate:	General Manager
Reports to:	General Manager
Position Number:	CPW1
Classification:	Grade 7 in Council's salary system
Location:	Narrabri Shire
Award:	Local Government (State) Award

This document describes the key responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Narrabri Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

Position Objective

In alignment with the strategic direction of Council, ensure appropriate positioning of the organisation's business processes and workforce resource.

Lead the facilitation; development and monitoring of organisational development services (incorporating IP&R, policies, procedures, processes and practices) in accordance with operationally feasible best practice.

Provide and oversee recruitment, performance management and learning and professional development services in accordance with operationally feasible best practice.

Lead the development and monitoring of the organisation's enterprise risk management service (incorporating policies, procedures, processes and practices) in accordance with operationally feasible best practice.

Oversee; remain up to date with; and monitor the organisation's legislative requirements for corporate planning, employee/industrial relations and work health and safety.

Key Responsibilities

Management

- Formulate, implement, control, monitor and report on performance against Council's Integrated Planning and Reporting suite of documents as well as other relevant strategies and action plans, with particular emphasis on Council's adopted Workforce Management Plan and Equal Employment Opportunity (EEO) Management Plan.
- Formulate, implement, control, monitor and report on performance against Council's adopted asset management plans, as relevant to the position.
- Formulate, implement, control, monitor and report on performance against Council's adopted budget, as relevant to the position.
- Establish and ensure relevance of adopted service delivery methods and associated levels of service.
- Lead the development and implementation of key programs and projects to achieve the Council's and community's vision for the Shire.
- Effectively communicate with, lead, develop and motivate staff.
- Provide accurate and timely information and advice to the General Manager.
- Ensure awareness of management standards, industry reform and innovation.
- Proactively participate as a member of the General Manager's executive management team:
 - Identifying, developing and implementing solutions across the range of human resource functions including; workforce planning, performance management, industrial relations, organisational structure, employee relations, organisational development and staff development.
 - Identifying, developing and implementing key change management strategies and services to improve the organisation's performance (staff and business).
 - Developing positive organisational culture, alignment to corporate values and continuous improvement.
- The position is a key leader and driver in ensuring the effective development and implementation of human resource strategies, policies and processes.

Corporate Planning and Organisational Development

- Formulate, coordinate and prepare the suite of Integrated Planning and Reporting documents; ensuring compliance with all legislative requirements.
- Provide timely and professional advice to the organisation, in interpreting and the implementation of the Integrated Planning and Reporting framework.
- Identify, design and implement corporate strategies and solutions to achieve agreed outcomes relating to; Council's strategic direction, organisational design, organisational change, performance management and strategic corporate and workforce planning; inclusive of effective negotiation and consultation.
- Provide timely and professional advice to the organisation, in interpreting and implementing corporate and human resource policy including; change management, human resource planning, industrial relations, retention, performance management, workplace health and safety and organisational development and change.
- Formulate, implement, control, monitor and report on Council's internal audit function.
- Formulate, implement, assist, monitor and report on Council's service review program.
- Identify opportunities for efficiencies, cost savings and external funding sources including grants; to continuing evolve Council's service delivery.

Employee and Industrial Relations

- Ensure legal compliance by monitoring and implementing applicable human resource legislative requirements, conducting investigations, maintaining records and representing Council, as required.
- Develop; maintain and review Council's human resources Policies/policies and procedures.
- Deliver a high level of proactive and reactive support, management and advice to the organisation in employee relations, EEO and case management.
- Liaise with employer and employee organisations, industry groups and peers to keep abreast of current human resource issues and trends.

Recruitment

- Ensure the organisation's recruitment practices are effective, efficient and compliant with legislation.
- Ensure the organisation's on-boarding program is delivered to enable the best possible start for new employees, volunteers and contractors into the organisation.
- Provide strategic advice on the organisation's remuneration structure and reward systems.

Payroll

- Formulate, implement, control, monitor and report on Council's salary system.
- Perform quality control audits on payrolls to ensure accuracy and legislative and award compliance (including payroll tax, superannuation guarantee contributions etc) is adhered.
- Critically review and analyse current payroll, benefits and tax procedures in order to recommend and implement changes leading to best-practice operations

Learning and Professional Development

- Implement and maintain the organisation's learning and professional development program, which incorporates the following:
 - Manage the development and coordination of the organisation's compliance training program.
 - Review the organisation's training plan to ensure that all facets of training are covered, such as compliance, professional development and succession planning.
 - Oversee the implementation and maintenance of training plans for the organisation.
 - Develop and maintain the organisation's traineeship program.

Workplace Health and Safety (WHS)

- Oversee and implement proactive WHS programs across the organisation in an integrated and coordinated manner.
- Oversee the StateCover WHS audit process; assist the organisation to implement policies, procedures, processes and practices to improve WHS audit results.
- Oversee the management of workers compensation claims and implementation of return to work strategies.
- Develop, implement and monitor an effective safety management system across the organisation to facilitate the reduction in employee injury, incidents and workers compensation premiums.

Enterprise Risk Management

- Develop, implement and monitor an effective enterprise risk management system across the organisation.
- Oversee the coordination of the organisation's Risk Management Action Plan (RMAP).
- Oversee and review risk management programs.
- Oversee and make recommendations for improvements to contractor compliance.

Other

- Perform the functions and duties of Council's Complaints Coordinator, as required (Alternate).
- Perform the functions and duties of Council's Disclosures Coordinator, as required (Alternate).

General

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

Reporting Relationships

Direct Reports	3
Indirect Reports	5

Compliance Training and Licence Requirements

This position needs to be able to attain and uphold the following licences/accreditations:

- Current NSW Class C Driver Licence.

Authority and Delegations

Authority and delegations applicable to this position are laid out in Council Policies and Delegations Register, which are updated from time to time. Refer to these controlled documents for accurate and specific information.

Selection Criteria

Essential

- Demonstrated experience in business planning and/or community planning; preferably in Local Government.
- Demonstrated experience in driving business and process improvements; in a complex organisation.
- Demonstrated understanding of the NSW Integrated Planning and Reporting Framework.
- Demonstrated understanding of the purpose of an internal audit function.
- Demonstrated experience in managing a broad range of human resource functions including performance management; industrial relations; workforce planning; employee relations; workplace health and safety; strategic human resource planning; and change management.
- Demonstrated understanding of industrial relations relevant to NSW Local Government.
- Demonstrated ability to influence organisational culture, behaviour and accountability; reflective of organisational values.
- Significant demonstrated experience in managing a multi-disciplinary team and promoting team work across an organisation.
- Excellent interpersonal and communication skills (both written and verbal; including the production of detailed reports, negotiation and conflict resolution), with the proven ability to build effective relationships; communicate with a diverse range of people (both internal and external) and the ability to positively influence and change organisational culture.
- Demonstrated familiarity and compliance with relevant legislation, Australian Standards and Codes of Practice.
- Demonstrated ability to handle the pressures of the position and to work under constant pressure to meet statutory requirements and business management deadlines.
- Demonstrated strong commitment to and genuine interest in the provision of quality customer service.
- Tertiary qualifications in a discipline relevant to this position.

Desirable

- Demonstrated understanding and experience in the governance and decision making framework of NSW Local Government.
- Post graduate qualification in a discipline relevant to this position.
- Demonstrated experience in the management of an internal audit function.

Document Review Date

October 2019

I hereby agree that this role statement accurately reflects work requirements.

Authorisation

EMCPW:

Director:

General Manager:

Employee:

Name

Signature

Date (dd/mm/yyyy)