



Pormpuraaw Aboriginal Shire Council

C/- POST OFFICE

Pormpuraaw Q. 4871

Phone: (07) 4060 4600

Fax: (07) 4060 4653

Email: admin@pormpuraaw.qld.gov.au

ABN 34 103 787 081

POSITION DESCRIPTION

PEOPLE & CULTURE LEADER

ORGANISATIONAL RELATIONSHIP:

Accountable to the Executive Manager of Corporate Services

SUPERVISES:

Nil

OBJECTIVES OF THE POSITION

- Develop, enhance and effectively implement human resources and industrial relations practices, which are consistent with the goals of the Council.
- Achieve and maintain a high level of expertise in human resources management, industrial relations, performance management and staff development and training.

PRINCIPAL ACCOUNTABILITIES

The People & Culture Leader role is to support the Executive Manager Corporate Services with a range of Human Resource functions, duties and responsibilities that include both the strategic and operational approach to the delivery of the following services:

- HR administration;
- Industrial Relations support and advice;
- End-to-end recruitment;
- Employee training and development, support and advice;
- Grievance resolution;
- Change management support, and;
- General HR duties.

The People & Culture Leader is responsible for ensuring that appropriate systems and expertise are within the organisation to support the effective delivery of the above services in a cost effective manner.

As a leader at Pormpuraaw Aboriginal Shire Council, the following duties are required:

- In conjunction with the performance management processes, develop individual performance and development plans and maintain position descriptions.
- Ensure that all human resource functions practised are consistent with Council's policies including EEO principles.
- Draft employment contracts, including variations.
- Facilitate the process for grievances, complaints, probation reviews and annual reviews as required and in accordance with PASC policies.



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POSITION DESCRIPTION

- Obtain knowledge and understanding of LG Award and Industrial Relations along with any changes as they occur, interpret and apply relevant legislation to employment contracts and various PASC policies and procedures.
- Draft and maintain full and accurate file notes in a timely manner.
- Oversee the probation period management system.
- Attend and record notes at performance management meetings.
- Work with managers and supervisors and oversee the process for resignations and other terminations and resolve staff disciplinary issues as required.
- Assist the Executive Manager Corporate Services with the remuneration review process as required.
- Induct all new employees within Pormpuraaw.
- Provide sound and timely advice to the Executive Manager of Corporate Services, ensuring the Executive Manager of Corporate Services is informed on all matters of relevance.
- Develop effective working relationships with peers, subordinates and superiors, providing effective and timely advice across the organisation.
- Develop and maintain a staff health and wellbeing program.
- Manage the Return to Work process of injured workers.
- Support the development and delivery of organisational development initiatives in alignment with Council's operational and strategic objectives. The role is responsible for capability and competency programs such as Individual development plans, LMS management and career pathway programs including apprentice and trainees, graduate and cadetship programs.
- Undertake and maintain the training needs analysis database.
- Apply for training funding and ensure acquittal for funding.
- Undertake traineeships to ensure continuity and adaptability of the workforce.
- Ensure that Council is aware of all the relevant Employment Regulations that it must comply with.
- Maintain effective communication with staff and key stakeholders and clients internal and external to PASC.
- Adhere to and enforce on Council staff or visitors when necessary, all other obligations under the Work Health Safety Act 2011 as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Always represent the Council in a positive and responsible manner.
- Follow and be aware of all HR policies and procedures.
- Comply with all Council policies and Code of Conduct.
- Undertake all other relevant duties as directed from time to time, consistent with skills, competency and training.
- Key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.



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- Undertake all other duties as may be delegated by the Executive Manager Corporate Services.

WORKPLACE HEALTH & SAFETY:

While at work, each workplace participant must:

- take reasonable care for the health and safety of people who are at work and who may be affected by the workplace participant's acts or omissions;
- co-operate with PASC in so far as is necessary to enable compliance with any requirement under WHS laws imposed in the interests of health, safety and welfare on PASC;
- to the extent possible, maintain a safe and healthy work environment;
- be familiar with their responsibilities under this WHS Policy and comply with any obligations;
- identify and report any workplace hazards or incidents in accordance with Council Policy and Procedure and relevant legislation;
- participate in WHS training when instructed to do so;
- not interfere with or misuse any equipment provided in the interests of health, safety and welfare;
- not obstruct the provision of aid to an injured or ill person at work and assist with such aid to the extent reasonably possible.

KEY PERFORMANCE INDICATORS:

Performance will be measured on or by:

- The completion of predetermined tasks and reports.
- The completion, review and up-date of policies and position descriptions.

SELECTION CRITERIA

Essential

- Qualifications and/or relevant experience in Human Resource Management together with experience and knowledge in a dedicated HR environment.
- Sound discipline knowledge of and experience interpreting and applying awards and employment legislation within both the national and local government framework.
- Experience in providing sound advice to managers and employees on a broad range of issues including; policies, procedures, remuneration, disciplinary processes, recruitment and selection and job development.
- High level proficiency in the operation of Microsoft Office.
- Problem solving skills to effectively address and resolve matters.



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- Excellent communication skills (written and verbal) with the proven ability to establish and maintain relationships and work with people at all levels.
- Ability to maintain confidentiality and discretion in relation to all HR and Council matters.
- Ability to manage multiple tasks effectively with a high degree of flexibility within a changing workplace environment.
- Ability to work in a team environment promoting shared responsibility, prioritising tasks, managing workloads and meeting project timelines.
- Excellent organisational and time management skills.
- Hold and maintain an unrestricted Class "C" Drivers Licence or higher.

Desirable

- Previous experience in local government.
- Demonstrated ability to work with unions and staff.
- Training and Assessment qualification.
- Knowledge and experience working with Indigenous people in remote locations.

Note:

Any discrepancies or anomalies must be reported to your immediate supervisor. Your performance will be assessed accordingly to this position description. Any disciplinary action undertaken will be the result of a breach of either the items listed or against one of the following: the Council's code of conduct, operational policies, procedures and or other legislative requirements.

Council Fortnight	Mon – Fri	8.00am - 12.00	1pm - 4.15pm
Base hours of work is 72.5 hour per fortnight			
<i>Flexible hours are available upon negotiation with Your Manager & Approved by the CEO</i>			
Next Review date		March 2021	
Responsible Officer		Executive Manager of Corporate Services	

I agree that this position description accurately reflects the duties and responsibilities of the position indicative at the time of signing.
I also understand that this position description may be further reviewed at a future date and consultation with each undersigned party.



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POSITION DESCRIPTION

Signed and Agreed by:

(Employee)

Date

Approved by:

Tracey Bru
Executive Manager of Corporate Services

Date