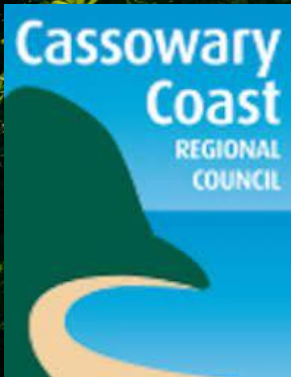


Candidate Briefing Document

HR Business Partner

Cassowary Coast Regional Council



Cassowary Coast Regional Council

Cassowary Coast Regional Council was formed on 15 March 2008 with the amalgamation of Cardwell and Johnstone shires. The Cassowary Coast region has:

- an area of 4,702 square km
- a population that sits at about 30,000
- a mix of town, rural and coastal communities

Council is led by a mayor and six councilors.

Council's Values

We aspire to provide great experiences, deliver value and create a sustainable future for our community.

Delivering outcomes that embrace value in everything we do is fundamental to a vibrant and prosperous community that 'loves the place we live' and is summed up in our vision statement -

"...One Coast: Cassowary Coast..."

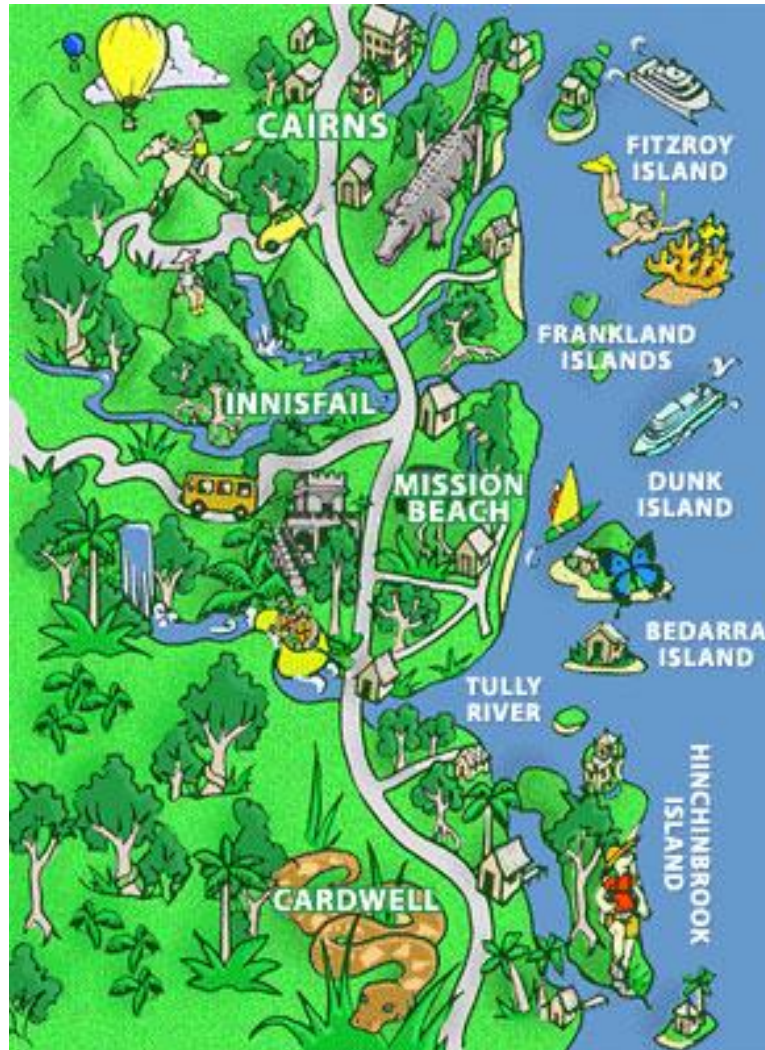
Council's Mission

We are committed to delivering great service and value, economic growth, opportunity, prosperity and a relaxed lifestyle.

Council's Core Values

At Council, we are committed to working as one to realise our vision of 'One Coast: Cassowary Coast' to ensure great experiences, deliver value and create a sustainable future for our community. Everything we do is underpinned by three core values: Respect, Integrity and Courage

Cassowary Coast Region Overview



The Cassowary Coast region features world-heritage rainforests, secluded beaches, tropical islands, rugged coastal ranges and fertile flood plains. The region is equally well known as Australia's banana-growing hub, as an art deco district and as the home of both the endangered southern cassowary and the giant golden gumboot.

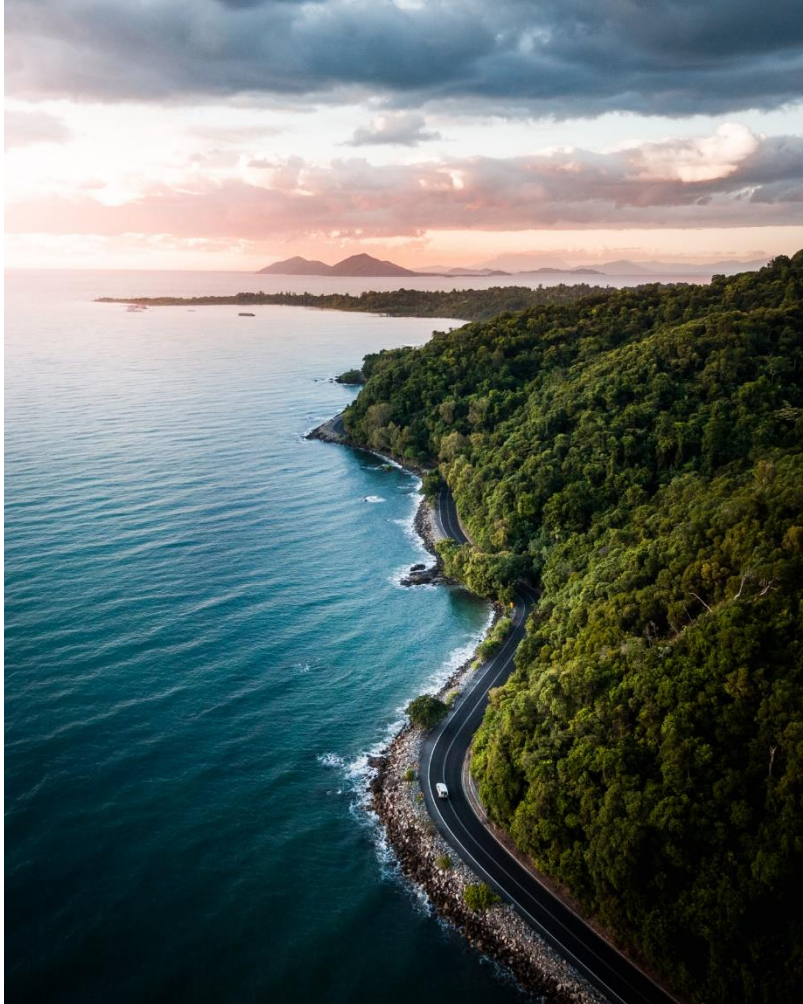
Running from Cairns to Cardwell, the Cassowary Coast is one of the undiscovered gems of Queensland, a quiet stretch of coastline bordered by the Wet Tropics Rainforest and the Great Barrier Reef. Mission Beach (actually four separate towns spread along a 14km stretch of palm-fringed beach) is at its heart. Despite its popularity, the town has retained a relaxed, laid-back vibe and the welcoming locals are never outnumbered by tourists.

The township of Tully holds the nation's annual rainfall record with a 7.93m dumping in 1950. There is an 8m golden gumboot monument at the town's entrance. Our high rainfall and resulting humidity mean lush tropical forests and many streams. The area abounds in natural beauty and is home to 2 world heritage areas, the Wet Tropics rainforest and the Great Barrier Reef. The Cassowary Coast's rainforests, tropical beaches and islands and its closeness to the Great Barrier Reef make it a must-see tourist destination.

The tourism industry is ever-increasing. Visitors can try adventure sports ranging from white-water rafting and sea-kayaking to skydiving and diving on the Great Barrier Reef. They can find their secluded beach, explore some of the rainforest walking and mountain biking trails or relax at resorts.

New opportunities include food trails, indigenous culture tours and art deco tourism. The Cassowary Coast boasts rich agricultural land and this has paved the way for a \$400 million a year banana industry and a sugar cane industry that has driven growth in the region since the late 1800s.

Cassowary Coast Region Overview (Cont)



Sugar mills operate out of South Johnstone in the north and Tully in the south. Cane and bananas are big employers in the Cassowary Coast region, however there is ever-increasing diversity in crops. Produce includes paw paw, tea, rambutans, pineapples, watermelons, pumpkins, lettuces, lychees, mangosteens and less traditional Cassowary Coast products such as tomatoes, vanilla and cocoa.

Cattle, timber, aquaculture, fishing and fruit wineries also feature among the agriculture-based industries. Prawn and reef fishing fleets work out of the region, as do tourist fishing boats. In addition, there is prawn, barramundi and crocodile farming.

Queensland's major coastal highway, the Bruce Highway, runs through the region while the Palmerston Highway, the easiest road route to the Tablelands region and the gateway to the Gulf of Carpentaria and Cape York, begins in the Cassowary Coast region.

There are three aerodromes - Mundoo Aerodrome outside Innisfail, Tully Airport and Dallachy Aerodrome north of Cardwell.

Mourilyan Harbour near Innisfail is a high quality natural harbour with timbers cattle and sugar exports.

The region's closeness to Cairns and Townsville add to its livability and attraction for investors, retirees, families and tourists, many of whom have been seduced into staying after experiencing the relaxed outdoor lifestyle, the warm climate and spectacular scenery.

Making the Cassowary Coast Region Home



The Cassowary Coast is home to many of community groups and organisations working to create a sense of belonging and inclusiveness in their community. A link to the Community Directory is [HERE](#) where you can find local groups, community services, sports clubs, facilities, and more.

Education

The Cassowary Coast provides a comprehensive range of education services for all ages and supports life-long learning which can be closely aligned to business needs. Several institutes offer both public and private education across the region. Access to tertiary education is delivered via James Cook University in Cairns and Townsville. Access to vocational education and training is delivered via TAFE at its campus in Innisfail.

Details can be found [HERE](#)

Medical

Known for its lifestyle attributes, the Cassowary Coast will continue to see an increase in retirees who relocate to the region. This increase has prompted the development of a number of aged-care services and medical facilities. The region is serviced by two public hospitals and there are also several medical Centre's, pharmacies and allied health services across the Region.

Sport and Recreation

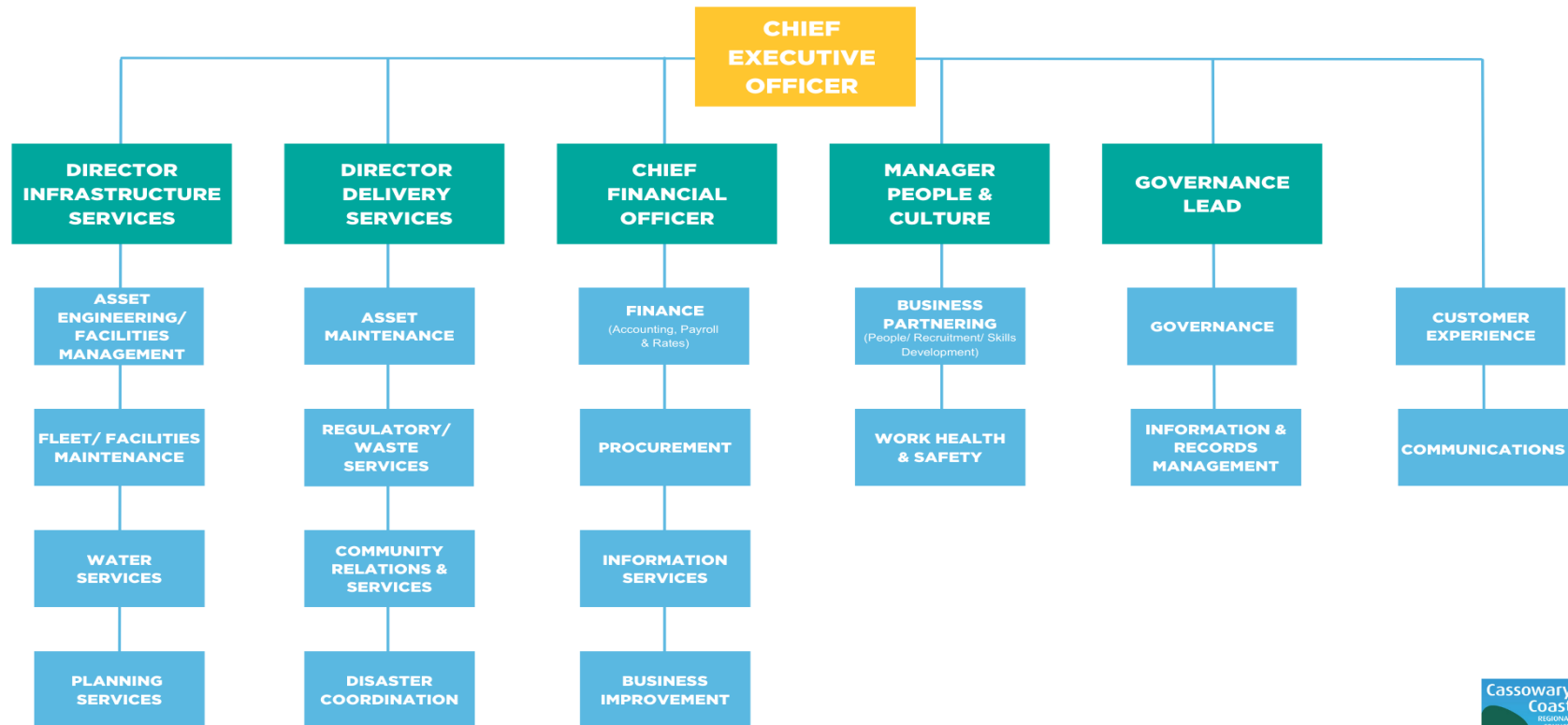
A list of the extensive sporting and recreation facilities across the Shire can be accessed [HERE](#)



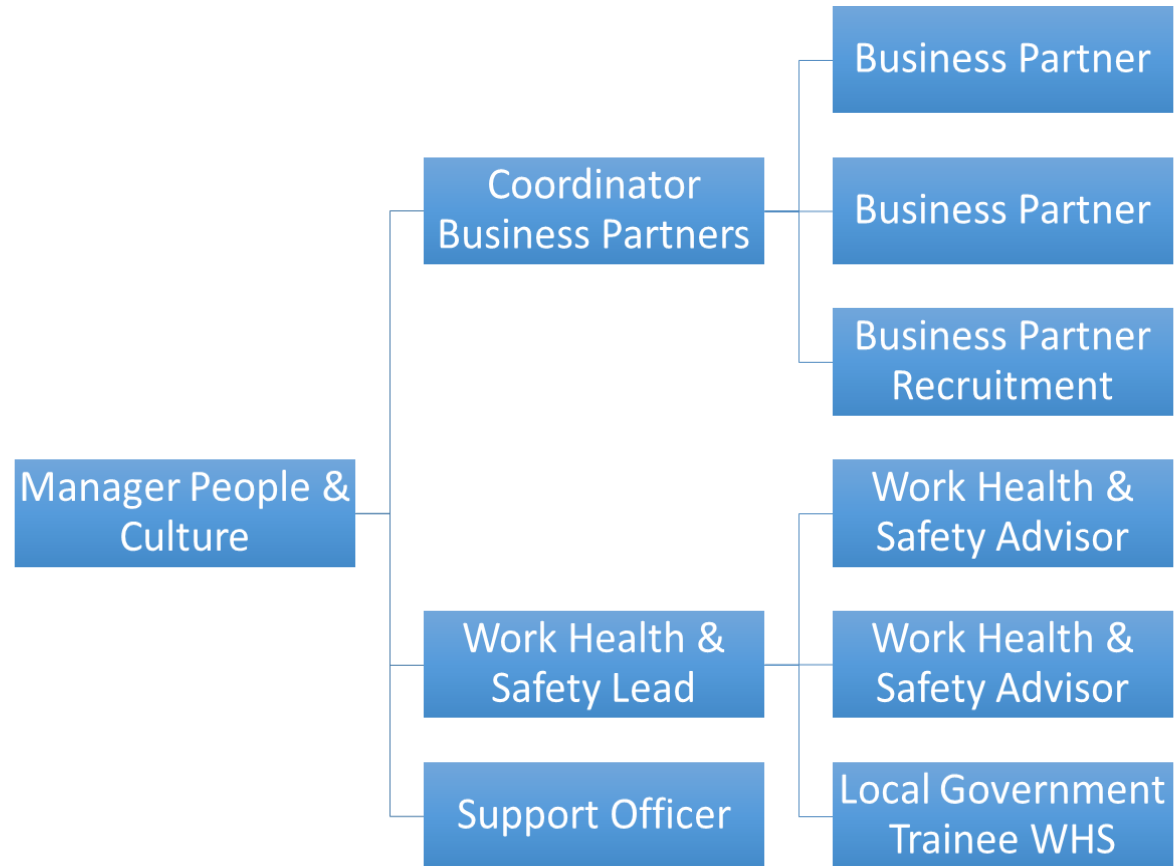
Organisation Structure

Cassowary Coast Regional Council **ORGANISATIONAL STRUCTURE**

27 JANUARY 2022



People and Culture Structure



Council Information

[Cassowary Coast Corporate Plan 2021-2025](#)

[Cassowary Coast Operational Plan 2021-2022](#)

[Liveable Cassowary Coast Whole of Community Plan 2020](#)

For further information please visit
www.cassowarycoast.qld.gov.au



HR Business Partner

Location:	Rankin Street Innisfail or other offices across the region as determined
Reports to:	Coordinator Business Partnering
Employment Status:	On going Full Time as per Queensland Local Government Industry (Stream A) Award - State 2017 & Cassowary Coast Regional Council Certified Agreement 2019

The Business Partner, reporting to the Coordinator Business Partnering, will work collaboratively with the People and Culture Team and each area of the organisation to develop, coordinate and advise on core People and Culture policies, procedures and systems (People Management, Performance, Recruitment, Skills Development, Engagement and Communications) which deliver value to Council’s Vision and People and Culture strategies.



Key Accountabilities

The Business Partner will:

- Support CCRC leaders and teams with the interpretation and application of Award and Certified Agreement provisions
- Build effective working partnerships, including coaching and support, across the organisation to enable greater understanding of employment conditions and of P&C policies and procedures
- Continually grow partnership building communications and engagement (including face to face and other methods) to support the P&C Culture of 'how can we?'
- Partner with Managers, recruitment leads and other P&C Business Partners to achieve contemporary, engaging, and responsive recruitment practices supporting the achievement of Council's operational deliverables – including management and monitoring of customer responsiveness and the timeliness, quality and presentation of correspondence and documents generated by the P&C Recruitment team
- Partner with Managers to discuss and advise on team design and structure consistent with workforce and succession plans (including updating Position Descriptions for role clarity). Development of skills gaps and training needs analysis to identify skills development actions and any opportunities to 'Grow our Own'
- Assist with the development and presentation of the Induction to new employees as part of Council's On-boarding process
- Take ownership and create influence across the organisation for the development and delivery of actions that achieve desired outcomes from the culture improvement plan
- Assist with Policy creation, review, and process improvements for all People & Culture related policies/procedures
- Coordination of P&C information for CCRC Intranet and external web page
- Conduct investigations and prepare reports and other correspondence concerning matters of performance and/or conduct relating to employees
- Coaching and support to leaders and teams for consistent application and delivery of Achievement and Development Plans/discussions
- Partner with Managers to develop and monitor the annual training plan and budget
- Coordinate any organisational-wide training needs (eg: Code of Conduct)

Key Accountabilities (cont.)

- Use Technology One - CiAnywhere system to manage against the Council's approved organisational structure as well as other matters relevant to the employee lifecycle
- Maintain skills/capability database using CiAnywhere HR reporting system
- Assist with Technology One and CiAnywhere systems and process review, implementation, and upgrades across the organisation, including communications and change management influence and user education
- Maintain and present P&C reports eg: employment related statistics and identify correlations in data and trends over time. Proactively identify actions for improvement of performance and culture and program the actions to realise the targeted improvement
- Manage external training organisations and deliverables in line with service level agreements and Council's Procurement Policy
- Manage the Apprentices and Trainee programs, including effective management of external stakeholders to facilitate recruitment, placements, training plans, ongoing engagement arrangements and communications
- Develop and coordinate Graduate and Cadetship programs, Work Experience and Mentoring programs
- Comply with all Council Policies and Procedures including the Code of Conduct for Council Employees
- Undertaken any other duties, projects or tasks as directed by the People and Culture Coordinator Business Partner, which generally fall within the scope of this position and are within skills, competence, and capability

Behavioural Competencies

- In all interactions with internal and external stakeholders' practices behaviours aligned with Council's Values (Respect, Integrity, Courage) and Code of Conduct for Council Employees
- Takes individual responsibility for Work Health Safety and Environment Protection
- Models professional and ethical behaviour
- Focuses on performance and delivery of organisational and team goals
- Builds collaborative working relationships and cross-functional involvement between all Council Departments
- Acts proactively, exercises initiative and looks for opportunities for continuous improvement
- Responds flexibly to and influences others with the implementation of change
- Focuses on customer needs
- Commits to personal and professional development



Selection Criteria

Essential

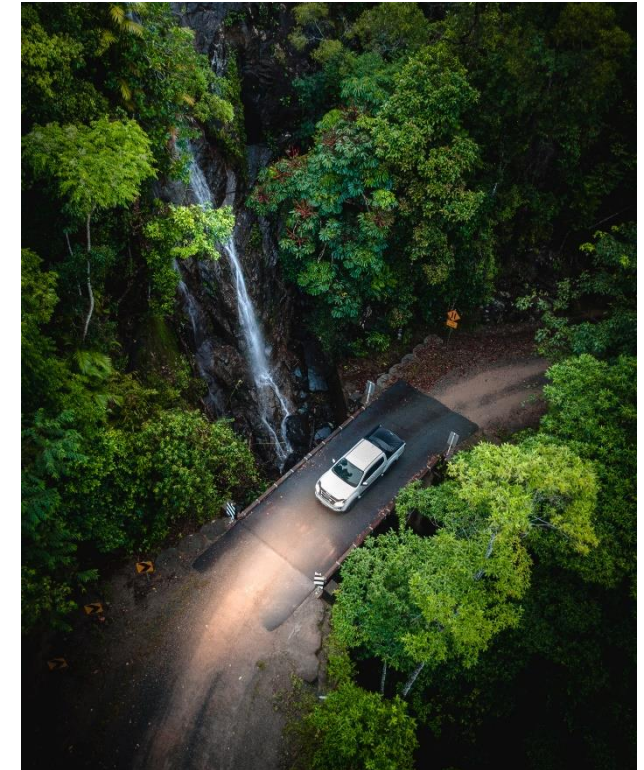
- A degree qualification in Human Resources or experience in a similar role
- Intermediate competency in all Microsoft Office applications and other digital human resources data collection and reporting systems
- Excellent stakeholder influence and management skills and the ability to develop strong working relationships across all levels of the organisation (administration and field) in order to collaborate and reach successful outcomes
- High competency in oral, writing, and interpersonal communication skills with particular emphasis on consulting, liaising, and negotiating with a wide range of customers
- Demonstrated ability with the preparation of high quality and accurate documentation/reporting
- Analytical and problem-solving skills to collect and analyse data
- Excellent time management skills and the ability to manage competing priorities and adapt to fluctuating workloads and changing priorities
- Ability to manage conflict situations in a professional manner
- Ability to demonstrate behavioural competencies
- Current Queensland C Class driver's licence

Desirable

- Understanding of relevant industrial instruments. Knowledge of the Queensland Industrial Relations Act 2016 would be advantageous
- Demonstrated experience in operating a Human Resource Information system, including reporting from such a system (experience with Technology One/CIAnywhere would be highly regarded)
- Demonstrated experience in elementary change leadership

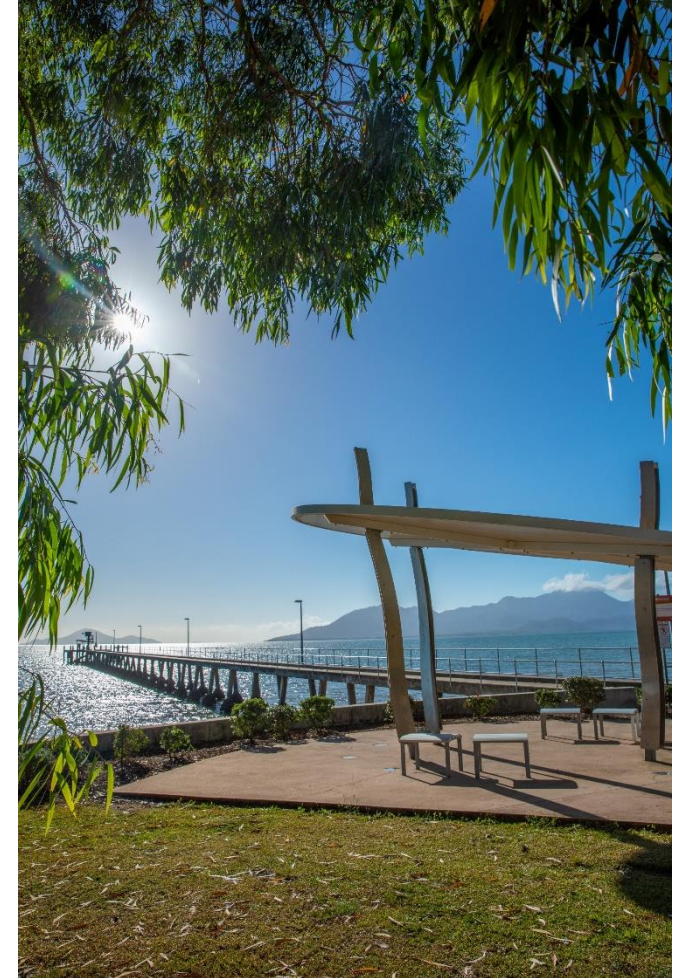
Additional Information

- Bringing fresh energy and eyes to the role you will work to understand what leaders across the business require and understand the skills and capabilities in their teams eg there are development opportunities from blue collar upwards. Identifying risk areas for succession planning and being strategic about how the training budget money is spent will also be a focus.
- Participate in the development of a Graduate/Cadet program which will require approaching the Schools and Universities and then potentially manage this initiative on an annual basis.
- Someone who is strategic vs reactive in everything they do and who adopts a collaborative approach to their engagement with the business will ensure the presence and visibility you have as you are out and about supporting the Leaders becomes meaningful and aligned to the people and culture objectives.
- There are two HR Business Partner roles so there will be the opportunity to tailor each role to the skills and motivation of the candidates appointed.



Why this role?

- Reporting to the Coordinator Business Partnering, you will be able to make the role your own and actively take the reigns of something that will continue to underpin the way Council strives to change the behaviours and mindsets across its operations.
- If you are interested in driving change and making a difference in an organisation and enjoy seeing your HR solutions result in enabling people to embrace opportunities that take Leaders and their teams to a greater level of competency and engagement this is an outstanding opportunity. There is a plan and strategy in place – the role requires individuals to come in and continue with the implementation. You will work closely with a senior management team who have deep and extensive experience and will ensure you are supported and mentored to achieve business goals.
- This could be the lifestyle change you have been seeking. You will be based in Innisfail however with team members and infrastructure distributed across the region, time could be spent in the Tully Office for those wanting to base themselves in Mission Beach.
- The appeal of the role is being able to make a difference in a smaller community and to do something different away from the corporate world in major capital cities.
- With a new CEO and Management team there is an appetite for doing things differently so you will have a voice and be supported as you continue taking the organization forward with People and Culture initiatives.



Recruitment Process

Application Period:	Thursday 7 th April 2022 – Tuesday 26 th April 2022
Closing date for Applications:	Tuesday 26 th April 2022
Initial Assessment:	Wednesday 27 th April – Friday 29 th April 2022
Council Interviews (first round):	Week commencing 2 nd May 2022

Assessing Applications

Peak Services will review all applications and provide an initial recommendation of suitable candidates to Council.

In consultation with Peak Services, Council will determine a shortlist of suitable candidates, and interviews will be arranged with the Council panel. The Council may require the candidate to undergo psychometric testing to assist in understanding the candidate's working preferences and attributes as well as fit for the organisation. There will be a requirement to provide referees and possibly the need of a criminal history check based on Council's discretion.

Privacy Information: Peak Services is collecting your personal information in accordance with the *Information Privacy Act* for the purpose of assessing your skills and experience against the position requirements. The information that you provide in your application will only be used by employees of Peak Services. Your information will be provided to authorised Council Officers, including Human Resources, interview panels and hiring managers.

Council Benefits

- The cash component will be up to \$95K dependent upon experience + Super
- 19 day fortnight – 1 RDO per month
- Provision of a laptop and mobile phone for work purposes.
- Five (5) weeks annual leave per annum + 17.5% leave loading.
- The Council will make compulsory superannuation contributions on the employee's behalf. Where the employee contributes 6% of the ordinary earnings, Council will contribute 12%. Salary sacrifice is available for member contributions.
- Uniforms and protective clothing will be provided annually in accordance with Council policy
- Relocation Assistance will be provided to the successful candidate.



Principal Consultant Recruitment – Rona Horsfall

rhorsfall@wearepeak.com.au

0438 943 854

CAIRNS | BRISBANE

www.wearePeak.com.au