

# **Central Highlands Regional Council**



Central Highlands Regional Council was created on 15 March 2008 following amalgamation of the former Shires of Bauhinia, Duaringa, Emerald and Peak Downs. CHRC is a council committed to continuous improvement, a sustainable future and efficient investment in their communities.

The region extends over approximately 60,000 square kilometers, stretching from Arcadia Valley in the south to the Peak Ranges in the north, east from Boolburra to Bogantungan in the west. Council administer in excess of \$1.1 billion in assets, including nine library branches, six aquatic centres and seven customer service centres. 4632 km of roads and numerous parks and gardens are maintained, including the impressive botanical gardens in Emerald, the linear parkland in Capella and the Japanese Gardens in Blackwater. Other services include youth and indigenous programs, art spaces, cultural and community development, animal management, public housing, water and sewerage, waste collection and kerbside recycling.

Council has nine councilor's, including the mayor, and has four operational departments:

- Communities planning and development; environmental management; community services; corporate communications; waste services; parks and gardens; sporting facilities; community planning, engagement and strategy; and facilities maintenance.
- Infrastructure & Utilities road works, water utilities, stormwater drainage, flood management and disaster management.
- Customer and Commercial Services Emerald Airport, Emerald Saleyards and customer service.
- Corporate Services financial services; information services; human resources; long-term financial management; governance, fleet and workshops, risk management, internal audit and procurement.

#### Vision

A progressive region creating opportunities for all.

#### Mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

#### **Values**

Respect and integrity | Accountability and transparency | Providing value | Commitment and teamwork



# **Central Highlands Overview**





The Central Highlands is in Central Queensland, Australia – considered a gateway to the outback. The region's central business area, Emerald, is a three-hour drive from Rockhampton on the coast and nearly 900 kilometers from Brisbane.

This is a large region of approximately 60,000 square kilometers, which is likened to the size of Tasmania. It stretches from Arcadia Valley in the south to the Peak Ranges in the north, east from Boolburra to Bogantungan in the west. Around 28,000 people call the Central Highlands home and they live in the thirteen communities of Arcadia Valley, Bauhinia, Blackwater, Bluff, Capella, Comet, Dingo, Duaringa, Emerald, Rolleston, Sapphire Gemfields, Springsure and Tieri.

The region is naturally rich – in minerals, in grazing land, in dryland and irrigated agricultural land, in water from the Nogoa and Comet rivers and the Fairbairn Dam (three times the size of Sydney Harbour), in national parks and wilderness areas like Blackdown Tablelands and Carnarvon Gorge, and in gems as they claim the largest sapphire-producing fields in the Southern Hemisphere. Travellers in big rigs and small abound with major freight routes through the region that include the north-south link between Charters Towers and northern New South Wales – identified as the inland transport alternative between Cairns and Melbourne – and the Capricorn Highway leading 'grey nomads' to all points west. This is a vibrant region with a diverse economy based on:

- A globally competitive coal mining industry.
- Robust and resilient agriculture and horticultural industries, including beef, grain, cotton, grapes and melons, nuts and citrus.
- Dynamic small to medium size businesses.
- Professional and government sectors.
- Adequate availability of commercial, industrial and residential land.
- An evolving tourism offering.
- Major health and education services.
- Significant new infrastructure and construction projects.



# **Central Highlands Overview**







The region was originally home to many First Nations people who remain proud custodians of these lands.

Early European settlement in the region dates from the 1850s with the first pioneers mainly grazing sheep. Regional growth continued into the late 1800s with the inland expansion of the railway line west from Rockhampton and the establishment of several towns.

Significant growth occurred in the 1950s to 1980s with the introduction of beef cattle grazing and development of the Fairbairn Dam, coal mining and irrigation.

The region is rich in minerals and agriculture, thriving on irrigation sourced from water storage on the Nogoa and Comet rivers.

Emerald is home to the world's largest Van Gogh sunflower painting, one of seven in the world, perhaps as a tribute to the town's history of being a major sunflower producer.





# **Making the Central Highlands Home**







### **Overview of the Region**

- A globally competitive coal mining industry.
- Robust and resilient agriculture and horticultural industries including beef, grain, cotton, grapes, melons and citrus.
- · Dynamic small to medium-size businesses.
- · Professional and government sectors.
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- An evolving tourism market.
- Major health and education services.
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#### Education

There are several State primary and secondary schools across the regions. A list can be accessed <u>HERE</u> A list of the top schools in 2022 can be found <u>HERE</u>
There are also several independent and Catholic schools across the region.

#### Medical

A list of the medical facilities across the region can be found **HERE** 

### **Sport and Recreation**

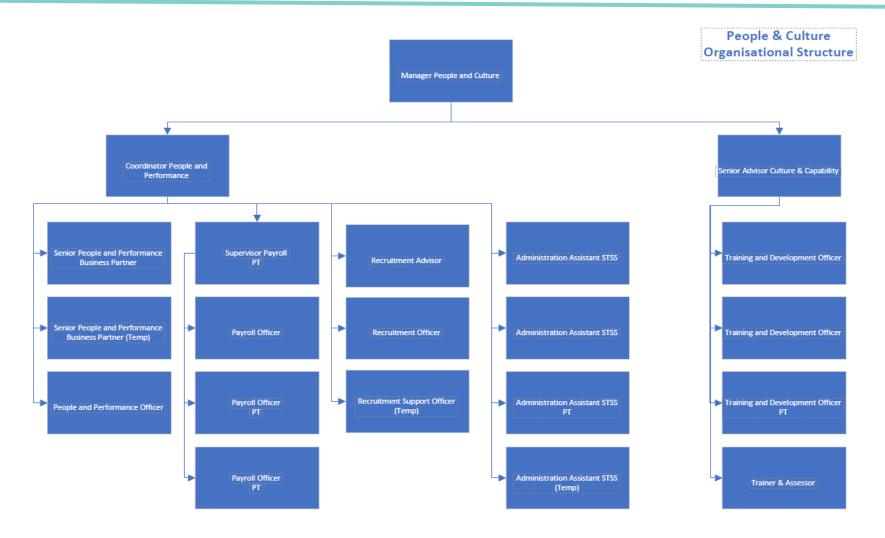
Council recognises and supports the role of sport in healthy active lifestyles and community connectedness.

The Game Plan: A plan for organised sport and active recreation in the Central Highlands can be accessed HERE



# **Organisation Structure**







## **Council Information**



Community Plan Refresh 2022

**DRAFT Corporate Plan 2022-2027** 

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





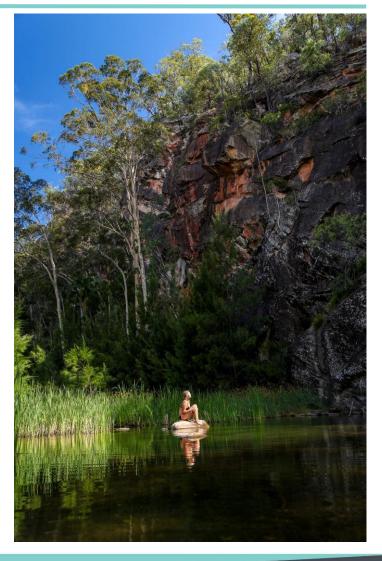


# Senior People and Performance Business Partner

Location:	Egerton Street, Emerald
Reports to:	Coordinator People and Performance
Employment Status:	Permanent – 2 year Fixed Term Contract

### Objective:

As part of the People and Culture team, the Senior People and Performance Business Partner provides specialist advice, coaching and support regarding strategic and operational people and performance matters to both leaders and employees, to deliver consistent, accurate, and timely human resources operational services.





## **Key Responsibilities**



- Service Delivery. Partner with allocated business areas to support people management throughout the employee life cycle. Regularly engage with allocated business areas to understand and respond to their people needs. Assist with workforce planning, in line with agreed frameworks and processes.
- Industrial Relations. Case manage, investigate, and advise on employee issues and industrial relations matters in accordance with the industrial instruments, as applicable.
- Advice and Support. Provide advice and coaching to leaders and employees to support the application and interpretation of people initiatives, priorities, policies and practices.
- Legislation and Award Interpretation. Provide professional and accurate advice on the interpretation and application of industrial, local government and other relevant legislation, certified agreements and awards, impacting people and culture.
- Communication. Ensure knowledge is shared throughout the organisation in relation to people and culture deliverables, updates, reporting, and other relevant information. Ensure networking opportunities are developed within the industry and technical development opportunities are undertaken for self and the organisation.
- Systems, Processes and Data. Facilitate the use of people data to support informed decision making through reporting and analysis. Support the embedding of Council values through integration of their policies, practices and systems across business units. Assist to improve and enhance work processes and procedures to ensure the unit is well supported to perform to an exceptional standard.

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting manager.



## **Skills and Knowledge**



### **Mandatory:**

- Considerable demonstrated experience in a similar human resources generalist or industrial relations focused role.
- Demonstrated knowledge of current employment and industrial relations legislation, local government legislation and awards.
- Demonstrated experience in undertaking workplace investigations.
- Excellent customer service skills, including advocacy and negotiation skills.
- High level of written and verbal communication skills, including presenting information in a group setting.
- Proven ability to communicate effectively in situations requiring assertiveness, influencing and tact.
- Intermediate Microsoft office (Outlook, Word, Excel and PowerPoint).
- Experience working collaboratively with external stakeholders including unions.

### **Desirable:**

- Human Resource experience in a local government environment.
- Experience in undertaking change activities.





# Qualifications



### **Mandatory:**

- Minimum of Queensland C class provisional drivers licence.
- Tertiary qualifications in human resource management, industrial relations or a related field.







## **Key Selection Criteria**



- A professional, customer focused manner and demonstrated experience in providing accurate, timely and consistent advice to management at all levels across a broad spectrum of employee relations/human resource issues.
- Excellent writing and verbal communication skills with the ability to influence and negotiate across all levels within the organisation.
- Demonstrated experience in successfully negotiating desired outcomes in industrial matters being investigated.
- Minimum five years' experience in a senior role where industrial relations and workplace investigations were the focus of the roles.
- Demonstrated experience in the use of human resource management systems and high-level understanding of Microsoft applications.







## **Additional Information**



- Bringing fresh energy and eyes to the role you will enjoy working in an environment that is about preventing issues and supporting leaders with your proactive approach to IR matters. Whilst you will have ideally have experience in doing similar if you have strong generalist HR knowledge and want more exposure to IR matters, Council are open to this.
- With 450 FTE's spread across offices, transaction centres and depots across the region you will enjoy getting out and about and being 'physically' visible and actively engaged in listening to staff on the ground, building trust and in being the conduit that makes a difference.
- This cohesive approach is being embraced by Council leadership with People and Culture now getting invited to ELT meetings etc.
- Mentoring, teaching, assisting and advising lower level leadership across the Council will utilize your strong communication skills. The breadth of situations you may assist with is broad and could include timesheet fraud, absenteeism, public complaints etc.
- A training program has been adopted to lift the capability of the supervisors/leaders so you will join a business that understands what it needs to do to achieve the workforce changes required. As part of that solution you will work as part of a collaborative people and culture team who support each other and work hard to maintain this.
- Council are very flexible in terms of listening to what requirements candidates may have that will make things work for them personally so please don't hesitate to call and discuss the role in more detail.





# Why this role?



- If you enjoy a relaxed lifestyle and want the opportunity to enjoy everything a country lifestyle has to offer (particularly for young families) then this is an opportunity not to be missed. You have endless places to explore in the region but are also in close proximity to the coastal areas of Mackay and Rockhampton. Working a 9 day fortnight or 19 day month will allow you a work/life balance that your friends will envy.
- Alternatively, you may want to leverage your skills and experience into a bigger role than you are currently in and move to a larger regional area. Either of these scenarios will be supported by Council whether it is help moving or providing mentoring to ensure you reach your potential.
- This is an affordable area of QLD to rent and/or buy in and whilst this is a 2 year contract to start it is not beyond the realms of possibility for this to become something more permanent however no guarantees can be given at this stage.
- The Manager you will report to has a wealth of knowledge across HR but importantly a depth of understanding around Council's operations that can only be advantageous as you embark on engaging with the broad range of stakeholders under your remit. You will have accountability to run your own portfolio and providing you just keep her in the loop she won't micro manage you but just be there with an open door if you need help or assistance on any matters.
- As one of two Senior People and Performance Business Partners you will have a peer to work with and bounce ideas off as you both engage with the workforce. Alternatively, if you feel you would be stepping up to this level, some adjustment could be made so that the structure supports more of a mentoring framework.
- Few Councils can provide the level of flexibility CHRC are offering. Whether it is training and development or mentoring to help you reach your potential or simply providing you with a chance to get out from behind your desk and truly get out in a business and make a difference – all possibilities will be considered!







### **Recruitment Process**



**Application Period:** Wednesday 18<sup>th</sup> May 2022 – Monday 6<sup>th</sup> June 2022

Closing date for Applications: 10pm Monday 6<sup>th</sup> June 2022

**Initial Assessment:** 7<sup>th</sup> – 9<sup>th</sup> June 2022

Council Interviews (first round): From 13<sup>th</sup> June 2022

### **Assessing Applications**

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

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- · Medical assessment including drug & alcohol testing.
- Criminal history check.
- · Reference checks.

**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**



- As of July 1, the cash component will be between \$92,331 105,724 + Super
- Provision of a laptop and mobile phone for work purposes.
- Five (5) weeks annual leave per annum + 17.5% leave loading.
- 9-day fortnight or 19-day month
- Flexible working arrangements
- Locality Allowance
- The Council will make compulsory superannuation contributions on the employee's behalf. Where the
  employee contributes 6% of the ordinary earnings, Council will contribute 12.75%. Salary sacrifice is available
  for member contributions.
- Uniforms and protective clothing will be provided annually in accordance with Council policy
- Training and development is available regardless of your role. Council have a genuine commitment to developing their people.
- Employee Assistance Program
- Wages paid fortnightly









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