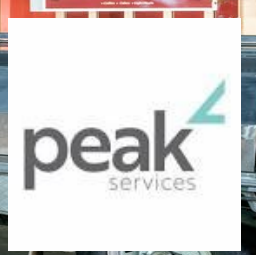


Candidate Briefing Document
Manager People and Culture
Southern Downs Regional Council



Southern Downs Regional Council



The Southern Downs Regional Council was formed on the 15th of March 2008 as an outcome of the Queensland Local Government Reform process. The resultant governing body encompasses the areas previously occupied by the Warwick and Stanthorpe Shire Councils.

The Council comprises of the Mayor and eight Councillor's, who are elected by residents for a 4-year term.

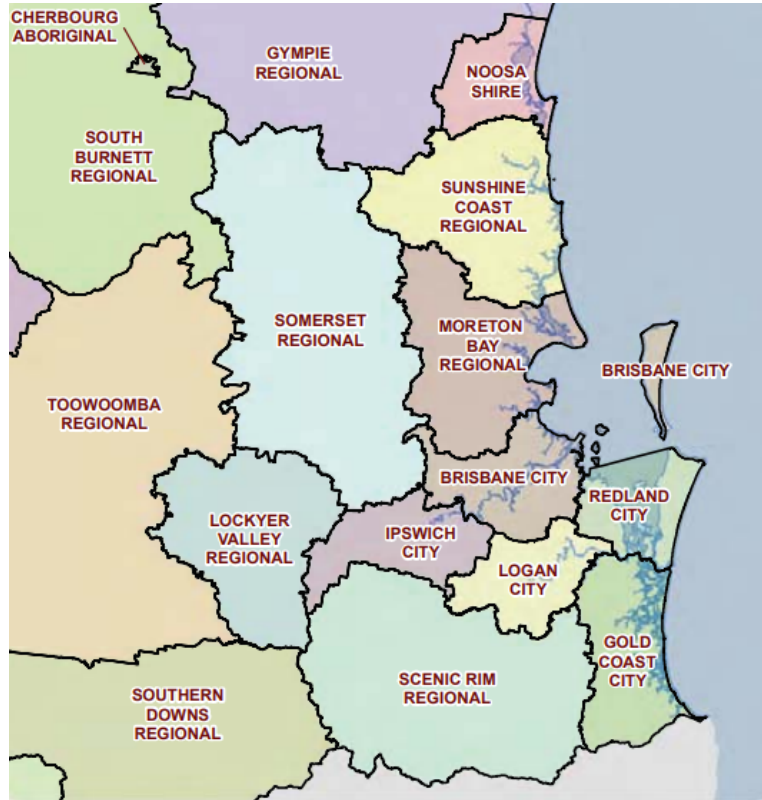
Southern Downs Regional Council has released its 2022/23 Draft Budget for public consultation and is inviting the community to review and submit feedback. Building on the groundwork of the previous budget, the 2022/23 budget reinforces a 'no-frills' approach to long-term financial sustainability to contain costs and maintain high levels of customer service whilst still investing in a significant capital works program of \$46.1m as Council continues to address ageing infrastructure. Southern Downs Mayor Vic Pennisi said the draft supports a recovering community and is considerate to the increasing cost of living amid delivering essential services, with a minimal and reasonable rate rise to ratepayers.

Southern Downs can also look forward to strong economic growth following the adoption of the Southern Downs Economic Development Strategy 2022-2026 at Council's Ordinary Meeting on 13 April 2022. The Southern Downs Economic Development Strategy 2022 – 2026 recommends that Council pursues the four key pillars of Agriculture and Processing, Tourism and Events, Industry and Innovation and Population Attraction and Retention and provides the framework for how Council seeks to achieve the outcome of building the capacity and capability of the regional economy so as to protect and enhance the quality of life of residents now and into the future.

Council recently engaged with community members representative of almost all sectors of the population and it was through their insightful comments on how they believe the organisation is performing and what is important to them that Council developed and adopted the Corporate Plan 2021-2026. This plan lays down the foundation for the next five years and will guide how Council prioritises and delivers services, programs and facilities to the community. These will be delivered by utilising the four core themes: *People, Places, Prosperity & Performance*. The outcomes identified within this strategy will ensure the region's long-term sustainability, while also providing a great place to live, work, play and stay for the Southern Downs community.

The Southern Downs Regional Council area is bounded by: Toowoomba Regional Council, Lockyer Valley Regional Council, Scenic Rim Regional Council, Goondiwindi Regional Council and the New South Wales border (Tenterfield Shire Council)

Southern Downs Overview



Encompassing the major centres of Warwick and Stanthorpe, Southern Downs is conveniently located within 2-2.5 hours from Brisbane and in the high growth region of Southern Queensland. The proximity of the Southern Downs to major centres makes it uniquely positioned to accommodate business growth with the perfect blend of available space, a willing and skilled workforce and a customer focused regional Council.

Southern Downs offers breathtaking natural landscapes, immersive wine experiences, a fresh local paddock to plate farm gate lifestyle and a calendar of exhilarating events celebrated across four distinct seasons.

The region's people, places, prosperity and organisational performance weaves together Council's strategic vision for the future as they strive to make Southern Downs a great place to work, live, play and stay.

The 'big five' industries in relation to Gross Regional Product (\$1.76 billion) input are agriculture, construction, manufacturing, retail and health care & social services. It is also uniquely home to Queensland's only cold climate wine region named the Granite Belt.

The Southern Downs boasts excellent education options with quality childcare and both public and private schooling options. Unlike larger cities, you do not have to live in certain catchments for your children to attend the school of your choice. The region is also home to a TAFE college, the Queensland College of Wine Tourism, a Griffith University health clinic and a University of Southern Queensland hub.

On weekends you'll be spoiled for choice, with a natural playground ready for you to explore, clubs for you to join and a calendar of exciting sporting and cultural events. The Southern Downs offers outdoor activities for everyone with dams and rivers for keen anglers, international quality sporting facilities, four-wheel drive tracks, cycling routes, four golf clubs and motorsport racing tracks. They also have a large range of sporting, social, cultural, artistic and historical clubs across the region.

Making the Southern Downs Home



Choosing the Southern Downs is all about a better life for you and your family. It means affordable living in a stunning natural setting, getting ahead financially and having more time to enjoy life. With exciting career opportunities, inexpensive housing options, impressive education facilities and plenty of inspiration for weekend exploring, there couldn't be a better time to make the Southern Downs home.

Locals enjoy the benefits of a rural lifestyle with the reassurance of high-quality infrastructure, medical facilities, professional services, national brands and shopping centres and public transport. There are also major cities on the doorstep, with Toowoomba only 60 minutes away and both Brisbane and the Gold Coast around two hours away. The Southern Downs enjoys four distinct seasons, with their stunning landscapes changing throughout the year. In Autumn, crimson and gold leaves fill the parks, followed by a true winter you'll need to rug up for! Spring brings wildflowers and you'll enjoy sunny days and cooler nights during summer.

Stanthorpe and the Granite Belt are a premium food and wine destination renowned Australia wide. As well as many activities in the region, the Girraween National Park is important to the region's tourism attracting campers, bush-walkers and rock-climbers.

The town of Warwick is situated on the Condamine River with the Cunningham and New England Highways passing through the town and is the administrative centre of the Southern Downs Regional Council. It lies 130km southwest of Brisbane and 73km south of Toowoomba. At last census, Warwick had close to 16,000 residents.

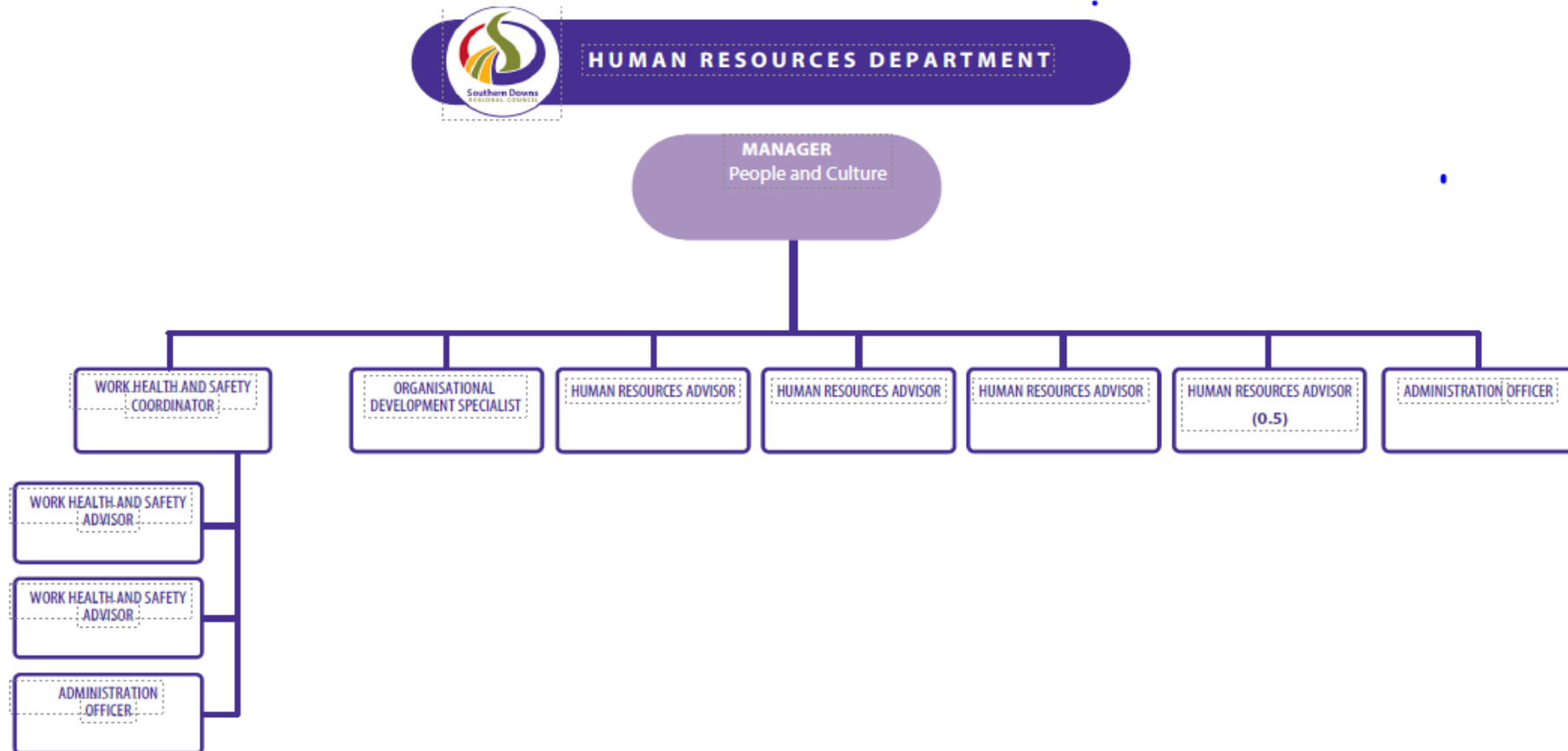
Stanthorpe is a rural town of approximately 5,500 residents and is most well known for its wineries and variety of produce. The town lies on the NSW border, 223km from Brisbane and 60km from Warwick.

Allora, on the Darling Downs is located between Warwick and Stanthorpe on Dalrymple Creek and is known as 'the best little town on the Downs' with around 923 residents. Killarney, named for its strong resemblance to Killarney in Ireland, is located 35km southeast of Warwick and 8km from the NSW border. It is surrounded by waterfalls and is close to the source of the Condamine River. In the 2016 census, Killarney has a population of 954 residents.

A brochure covering all aspects of living in the region can be accessed [HERE](#)



Organisation Structure



Council Information

[SDRC Corporate Plan 2021-2026](#)

[Operational Plan 2021-2022](#)

[Annual Report 2020-2021](#)

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



Manager People and Culture

Location:	64 Fitzroy Street, Warwick
Reports to:	CEO – Dave Burges
Employment Status:	4 year Contract

Direct Reports: (7) with a total of 10 in the broader Team.

Council employs just over 350 full time staff + some temporary and casual employees

Position Objective

To lead and manage the successful delivery of the strategic direction of human resources practices and programs across Council.

Ensure the provision of an efficient and effective service to both internal and external clients and stakeholders. Advise on complex and sensitive people and culture practices and associated matters.

PEOPLE: Facilitate a safe and inclusive workforce

PLACES: Foster a positive workplace and strive to be an employer of choice

PROSPERITY: Grow the richness and fabric of the organisation

PERFORMANCE: Promote high performance across the organisation



Key Responsibilities

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans. All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include:

- Lead, manage and coordinate Council's People and Culture Team.
- Undertake strategic human resource and organisational development planning and implement programs to achieve outcomes
- Provide operational and strategic support to all Departments
- Build and maintain positive and professional relationships with all Departments
- Provide advice on industrial relations matters of award and agreement interpretation to minimise industrial conflict and ensure compliance with industrial relations legislation, awards and agreements at all levels of the organisation.
- Coordinate the enterprise bargaining negotiations as a member of the management team.
- Manage the recruitment, selection and retention process of the workforce to meet the present and future needs of Council.

Report quarterly to Council and the senior leadership team on key workforce matters.

Provide professional and technical advice to the Chief Executive Officer, Directors, Managers and staff on all people, culture and industrial relations matters effecting the organisation.

Manage and control the budget of the department.

Develop and manage the annual training and development plan to meet the identified needs of Council.

Provide advice and direct support in the mediation of conflict between staff to resolve disputes.

Develop, implement, review and maintain People and Culture policies and procedures.

Manage the employee performance process for Council.

Develop, implement and report on the Departmental Business Plan.

Other duties as necessary to contribute to the successful development and function of the department.

Key Responsibilities (cont)

Training

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.

Work Health & Safety

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

Organisational

- Comply with the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

Extent of Authority

- This position acts under broad direction and is expected to exercise judgment in all areas.
- To manage the operational aspects of the People and Culture Department.
- To implement and initiate change in area of responsibility within organisational goals and constraints.



Selection Criteria

Essential

- Demonstrated leadership skills with the ability to manage staff and produce results consistent with Council's strategic direction.
- Highly effective written and oral communication skills, with the capacity to develop and maintain effective working relationships throughout the organisation.
- Proven comprehensive experience in a professional discipline relevant to the position.
- Detailed knowledge of best practice policy, programs and procedures relating to Human Resource matters.
- Thorough knowledge of and experience in applying legislation, policies or procedures relevant to the area of responsibility.
- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

Desirable

- Experience and interest in local government operations

Qualifications/Licences (Mandatory)

- Possession of a current open "C" class licence (Car).
- Relevant tertiary and/or professional qualifications.

Qualifications/Licences (Desirable)

- Formal qualifications in another discipline.

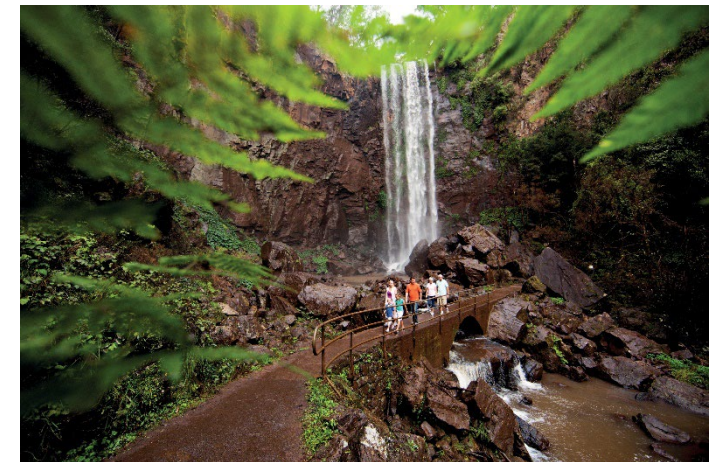


Additional Information

- There is a focus on streamlining recruitment and implementing a software system to decrease the workload of the HR Advisors.
- Council is on a cultural realignment journey with 24 staff currently doing a leadership development course.
- There is a body of work to be done around 'values' and to ensure this sense of change is being embedded across the Council
- With a strong focus on the workforce generally there is a specific need to roll out a mental wellbeing program to ensure staff who have worked through exceptionally difficult times from COVID through to floods are looked after and supported by Council.
- HR is a close-knit team who genuinely and collectively want to support and assist Council

Focus in first 6 months

- Tidy up any outstanding issues and undertake a full revamp of the Performance and Development system
- Continue the cultural journey and ensure the HRIS recruitment system is up and running
- Roll out Mental Health training including developing fact sheets and structured information that demonstrates to staff that Council is listening to and supporting them
- Full review of the Employee Assistance Program (EAP)



Why this role?

- Reporting to the CEO, 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 build a values-based operation. You will play an integral role in ELT meetings given the importance of some of the key workforce issues needing to be addressed.
- This is an opportunity to work in local government if you are currently working in commercial enterprise and keen to work closely with a community and to genuinely be able to 'make a difference'. Regardless, you will have enough experience to 'hit the ground running' and truly lead from both a strategic and operational perspective.
- This could be the lifestyle change you have been seeking and for the chance to have some work/life balance and to enjoy everything on offer in this beautiful region. Every facility in on your doorstep with the added bonus of Brisbane and the Gold and Sunshine Coasts being little more than 2 hours away.
- The appeal of the role is being able to make a difference in a smaller community and to have broader responsibilities than is possible in the larger Councils or Corporations in major capital cities.
- You will join a collaborative team with an appetite for doing things differently so you will have a voice and be supported as you continue taking the organization forward in HR, WHS and workforce initiatives.



Recruitment Process

Application Period:	Friday 17 th June 2022 – Monday 11 th July 2022
Closing date for Applications:	10pm Monday 11 th July 2022
Initial Assessment:	12 th July – 14 th July 2022
Council Interviews (first round):	Week commencing 18 th July 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 \$135,000 dependent upon skills and experience + 12 % Super
- Fully maintained vehicle valued at \$16,750
- Provision of a laptop and mobile phone for work purposes.
- Four (4) weeks annual leave
- 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
- Professional development, conference attendance & professional membership will all be considered in consultation with the CEO
- Relocation Assistance will be provided to the successful candidate.





Director Recruitment – Celia Jones

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0409 119561

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www.wearePeak.com.au