

# Manager Human Resources Scenic Rim Regional Council





# Corporate Mission

Scenic Rim Regional Council will enable a sustainable future for our unique communities and rich environments.

## Our Council's Values

**RESPECT:** We act respectfully to each other, accepting each person's individuality and their role.

**TRUST:** We build strong relationships that we believe in and rely on.

**TEAMWORK:** We work cooperatively to achieve common goals, drawing on the strengths of each other, in a supportive and safe environment.

**COMMUNICATION:** We actively promote clear, concise and open discussion between staff, Council and communities.

**QUALITY:** We have pride in whatever we do, and strive to do it well.

**STAFF WORTH** Our actions demonstrate that our people matter.

**HONESTY:** We act with integrity and when we ask an honest question, we get an honest answer.

**ACCOUNTABILITY:** We accept ownership of our role and responsibility for our actions.





# The Region

## Link to the Community Plan

<http://www.scenicrim.qld.gov.au/documents/44179689/44224341/Scenic%20Rim%20Community%20Plan%202011-2026.pdf>

Located in South East Queensland, the Scenic Rim boundaries stretch from Peak Crossing in the north down to the New South Wales border, and from Tamborine Mountain in the east, to Cunningham's Gap in the west.

Most residents of this rapidly growing region live in the towns of Beaudesert, Boonah, Canungra, Kalbar, Kooralbyn, Rathdowney, Tamborine Mountain and Aratula.

Agriculture, native forest and national parks are the dominant land uses. The Brisbane to Sydney railway line and two interstate highways pass through the region which is well-served with community infrastructure including over 1,700km of roads.

With a growing economy and a gross regional product of over \$1,200 million, the Scenic Rim boasts low unemployment. Retail trade is the dominant employer, closely followed by manufacturing, construction and agriculture, forestry and fishing.

The region values its rural, natural and Aboriginal heritage and has a growing arts and tourism sector. Scenic Rim is recognised for its biodiversity and contains World Heritage Listed Rainforest, one fifth of Queensland's plant species and more than 200 rare or threatened plants and animals.





# About Council

Scenic Rim Regional Council currently employs over 380 employees and has an expenditure budget of \$103 million . Council services a region covering 4000 km2 and over twenty towns and villages with Beaudesert as the major centre and base for council services.

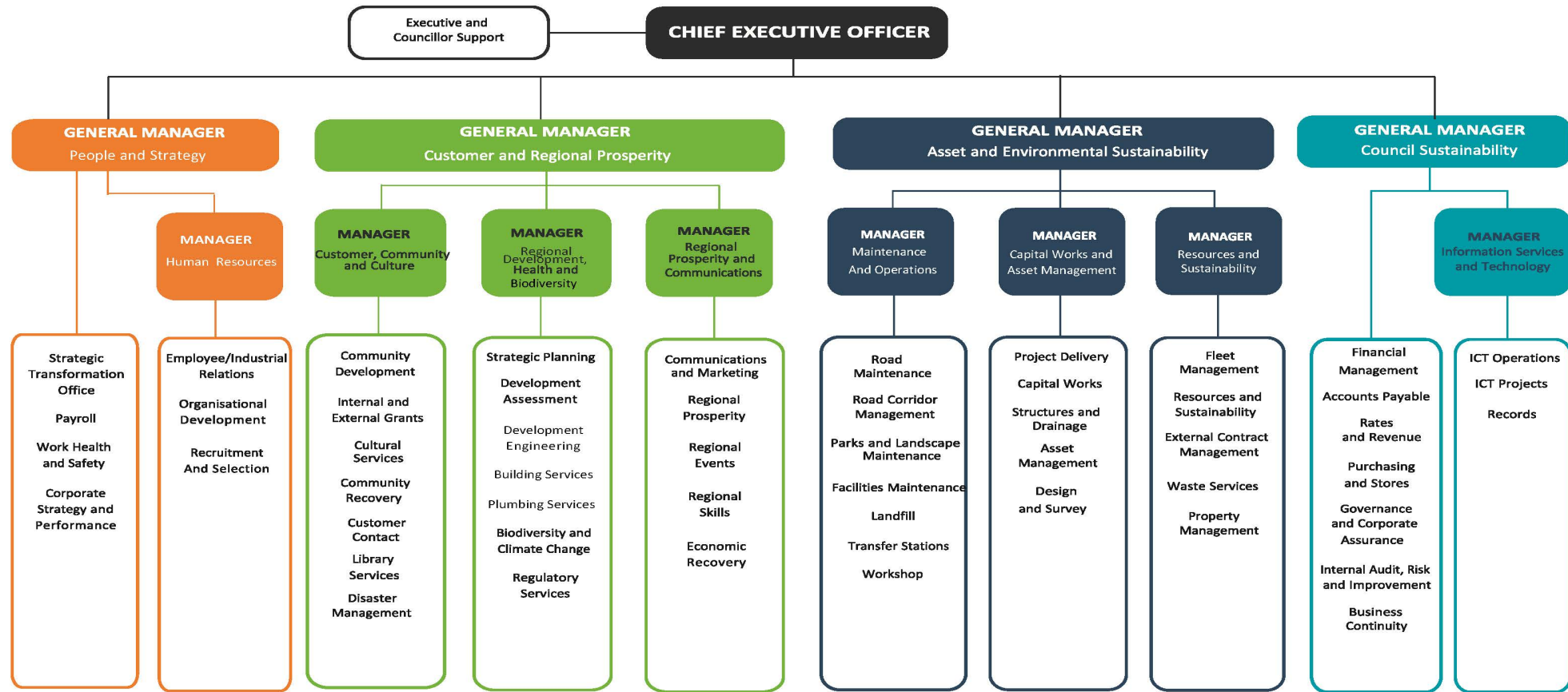
Council is governed by a popularly elected Mayor and Councillors, representing each of the region's six electoral divisions, who were elected at Queensland's quadrennial local government elections in March 2020. [http://www.scenicrim.qld.gov.au/council\\_lors](http://www.scenicrim.qld.gov.au/council_lors)

A copy of the current Corporate Plan, Operating Plan and Annual Report can be found at the following:-

[http://www.scenicrim.qld.gov.au/corporate\\_publications](http://www.scenicrim.qld.gov.au/corporate_publications)



# Organisational Structure



## Functional Structure





## Purpose of the Role – Manager Human Resources

To develop and maintains contemporary and effective HR strategies, policies and practices, which ensure compliance against relevant legislation and industrial instruments. Facilitate a capable workforce and enable a constructive and innovative culture and lead the delivery of Human Resource services, including recruitment, learning and development and employment relations.



# Responsibilities of the Role

The key responsibilities may be modified from time to time to ensure that outcomes are coordinated with Council Operational, Community and Corporate Plans. Without limiting the above, the key responsibilities of the position holder shall include:

- Develop and implement a contemporary HR policy framework that aligns to local government best practice, Council's corporate values and HR strategic initiatives.
- Maintain a strong working knowledge of relevant employment legislation, industrial instruments and the internal employment framework to provide timely and accurate advice on matters related to employee and industrial relations, conditions, benefits and human resources policies.
- Manage significant HR projects, as endorsed by the Executive Leadership Team and/or the General Manager People and Strategy.
- Provide timely and best practice case management of employee complaints, grievances, workplace investigations, and long term injury and illness matters, supporting the management of conduct and performance matters by coordinating meetings, preparing investigation reports, and preparing workplace relations correspondence.
- Facilitate an innovative, efficient and effective recruitment life-cycle in accordance with relevant legislative requirements and Council policies.
- Develop and maintain an appropriate and sustainable framework to support talent attraction and retention, organisational capability development and performance recognition.
- Champion a constructive and engaged workplace culture through a contemporary and best practice employee engagement framework.
- Provide coaching, mentoring and training to leaders of the organisation to develop and maintain human resources management skills.





## Role Responsibilities continued

- Foster an inclusive and diverse workplace culture and champion high levels of accountability, integrity, equity, performance and service delivery across Council.
- Provide advice and support to facilitate organisational change, ensuring formal consultation processes are undertaken as required under relevant industrial instruments.
- Prepare timely and well researched advice, briefings, reports, submissions and correspondence on Human Resource related issues, as required.
- Maintain accountability and appropriate use of information systems and maintain vigilance to comply with record keeping requirements.
- In accordance with the Work Health and Safety Act 2011, take reasonable care for your own health, safety and wellbeing and take reasonable care to protect the health, safety and wellbeing of others.
- Other related duties as directed.





# What we are seeking in our HR Manager

## Qualifications and Experience

- Degree or equivalent level qualification in Organisational Psychology, Human Resources or another closely related field.
- A minimum of three years' experience leading human resource services delivery in a multidisciplinary organisation, preferably in a public sector context.
- Extensive experience providing advice on workplace, industrial and employee relations matters in a unionised workforce, ideally within a local government, other public sector or multi-disciplinary organisation.
- Proven ability to provide sound advisory services related to the interpretation of, and compliance with, employment legislation, industrial instruments, employment contracts and policy.
- Demonstrated experience in leading organisational development in a multi-disciplinary organisation.
- Demonstrated capacity to maintain discretion, impartiality and confidentiality in dealing with sensitive or restricted matters and in providing considered, constructive and quality workplace relations advice in a regulated environment.
- Demonstrated ability to research and analyse human resource matters, performance and conduct allegations, complaints, and information/data from a wide variety of sources to draft 'fit for purpose' recommendations.



# Organisational Competencies

## Customer Focused

- High level experience in working with a range of internal and external customers, ascertaining their needs and tailoring innovative and cost effective solutions to meet these needs while obtaining best practice communication outcomes.

## Networking and Consultation

- Engages broadly with key internal and external stakeholders to develop and implement strategies. Ensures stakeholders are aware of the organisational requirements and constraints. Influences stakeholders toward a particular course of action.

## Change Orientation

- Strong experience in identifying areas for continuous improvement. Promotes change to employees, resolves uncertainty and actively works to successfully implement change processes.

## Team Building

- Understands team dynamics and aligns people with particular skills and strengths. Brings people together and addresses developmental opportunities to enhance team performance.





# Remuneration

- Base Salary up to \$160,000
- Vehicle allowance valued at \$18,000
- 12.5% Superannuation
- Flexible Working Arrangements
- Additional allowances and relocation assistance available for the right candidate

## Extent of Authority

- The position holder is expected to perform the tasks associated with the position in a self-reliant and semi-autonomous fashion subject to overall direction by the General Manager People and Strategy.

## Delegations

- Financial delegations in accordance with Council's Delegations Register.

