

SOUTHERN GRAMPIANS SHIRE COUNCIL

POSITION DESCRIPTION

Position Details

Title:	Manager People and Culture
Classification:	Senior Executive Officer
Position Number:	009.1
Business Unit:	People and Culture
Directorate:	People and Performance
Reports to:	Director People and Performance
Supervisors:	People and Culture Coordinator Risk, Health and Safety Coordinator

Our Purpose, Vision and Values

Purpose

Fostering community for a brighter tomorrow.

Vision

Thriving community, limitless opportunity.

Values

Raise the bar

Create brilliance together

Dream boldly change bravely

Integrity in every step

Child Safety

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero tolerance approach to child abuse
- having a zero tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

Position Summary

The People and Culture Unit sits in the People and Performance Directorate. This leadership position is responsible for the implementation of strategically aligned organisational development projects that meet both corporate requirements as well as the needs of individual service and business units. Through collaboration and partnering, the position will foster a values based organisational work environment and culture.

Key Objectives and Outcomes

- Lead the People and Culture Unit providing strategic advice to the CEO and the Executive Management Team to support the organisational development of the organisation
- Provide leadership, advice, support and management of all related human resource management, workforce development, organisational culture, risk management, health and safety services to the organisation
- Partner with the Executive Leadership Team (ELT) and Senior Leadership Team (SLT) to help achieve the outcomes of the Workforce Plan, Council Plan and councils varied strategic documents
- Develop a committed and engaged team to deliver trusted advice for all the units service portfolio.

Key Responsibilities

- Manage the performance of the People and Culture Unit including – industrial relations & enterprise bargaining, human resource management, reporting, recruitment, payroll, development and training, health and safety, insurance and risk, workcover management
- Provide trusted advice and advocate on behalf of Council on high level organisational development issues, strategies and policies
- Develop and implement organisational development, culture and engagement strategies.
- Promote the values and priorities of the organisation to all staff
- Facilitate a high performance culture in the organisation through assisting staff to reach their potential
- Coordinate the internal audit function for council including ongoing liaison with the Internal Auditors and Audit and Risk committee chair
- Develop reports and present to ELT, SLT, Council and the Audit and Risk committee when required
- Create an environment for staff to be successful in delivering organisational goals and community expectations
- Accountable for sound risk management approach across the organisation
- Ensure that Council meets all its legislative requirements and obligations

- Deliver derisive leadership to the People and Culture Unit to ensure, accountability and engagement exists whilst developing the team to deliver quality outcomes
- Ongoing development of organisational development and evaluation of systems designed to meet organisational and statutory requirements
- Build a positive image of the organisation and foster productive Councillor and community relationships
- Preparation and development of reports, statements, budget, policy documentation in line with legislative and operational requirements.

Extent of Authority

- Accountable for the provision of specialist advice with respect to the efficient and effective use of the organisation's human resources
- Accountable for providing specialist advice to management regarding human resource management issues, risk and industrial matters
- Accountable for providing leadership to the Staff Consultative Committee, OH&S Committee and other Risk related processes
- Responsible for the Internal Audit program within council
- Commit to and adhere with Child Safety standards and Council's requirements

Judgement and Decision Making

- Freedom to act based upon Industrial Relations legislation, the Award, Council's Enterprise Agreement and policies and sound human resource practice
- Analyse and make judgement and decisions on a range of human resources, risk management, health and safety and organisational development matters in accordance with policy and legislation.

Specialist Skills and Knowledge

- Ability to discuss and resolve problems with Management, other employees, and members of the public with respect to Industrial Relations and Enterprise Agreement, Risk and health and safety issues
- Well-developed knowledge of the strategic applications, of human resource management and risk management, health and safety and the ability to apply to communicate the strategic direction to the executive team and organisation
- Expert knowledge of Local Government industrial Awards, industrial processes and legislations including the Local Government Act
- Knowledge of, and an ability to interpret Industrial Relations legislation and Awards, and other legislation and regulations outside of field of specialisation
- Knowledge of Work Cover and general insurance claims procedures

- Knowledge of rehabilitation practices, specifically with respect to Return to Work Plans
- Ability to understand and interpret contract and consumer law
- Sound knowledge of the range of services provided by Local Government, and current issues impacting thereon
- Strong analytical and investigative skills, with the ability to conduct investigations of claims/incidents
- Detailed knowledge of enterprise bargaining, and its flow-on effects to organisational effectiveness and productivity
- Financial skills, and a knowledge of budgets and budgetary requirements/constraints
- Demonstrated leadership and problem-solving skills
- Well-developed computer skills
- Demonstrated ability to prepare clear and concise reports
- Ability to make judgements and provide advice to Management and employees, on a range of legislation and policy issues
- Well-developed customer service and public relations skills.

Management Skills

- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for your own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
 - Contribute to OHS consultation processes
 - Prompt reporting of hazards and incidents
- Skills in managing time, setting priorities and planning work in order to achieve goals and objectives in the most efficient and effective way, within available resources, and despite conflicting pressures
- Ability to provide leadership in a committee or working group situation to achieve council's goals
- Ability to weigh up options and make logical decisions
- Ability to monitor budgets and recommend remedial action as appropriate
- Ability to understand and implement personnel policies and practices including awards, equal opportunity, recruitment and selection procedures and techniques, position descriptions and employee development schemes in order to contribute to long-term workforce development strategies

- Ability to supervise other staff members including provision of feedback, mentoring, guidance and development
- Ability to coordinate projects as required
- Ability to conduct Performance Appraisals and actively develop/enhance staff performance.

Inter-personal skills

- The ability to motivate and develop engaged staff
- Well-developed written and verbal communication skills to provide high level reporting to management
- Well-developed negotiation skills of an order to effectively discuss issues with clients, members of the public, employees, tribunals etc
- Requires the ability to gain cooperation from other members of staff, demonstrating a caring, motivational attitude, whilst still protecting council's interests
- Ability to liaise with other councils or similar organisations in order to discuss and resolve problems
- Presentation and training skills
- High level customer service and public relations skills
- Willingness to attend and participate in relevant forums to maintain an up to date knowledge of issues impacting on the Organisation
- Interviewing and investigative skills.

Compliance with Legislation and Policies

- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to:
 - Southern Grampians Shire Council Policies and Procedures
 - Southern Grampians Shire Council Staff Code of Conduct
 - Privacy and Data Protection Act 2014 (Vic)
 - Equal Opportunity Act 2010 (Vic)
 - Occupational Health and Safety Act 2004 (Vic)
 - Government/Industry Codes of Conduct
 - The Southern Grampians Shire Council Enterprise Agreement
 - The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of council's assets under the officer's control

- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
 - Initiating, developing, and maintaining safe work systems and environments
 - Applying skills to work with staff to lead, plan and drive OHS outcomes across the unit
 - Ensuring compliance with OH&S and Risk Management policies and systems
 - Ensuring the unit OHS activities and operations are conducted in compliance with applicable laws, regulations, and Council code of conduct
 - Engaging with teams to ensure that OHS responsibilities and expectations are understood and met by all
 - Ensuring the workplace is free of risk and hazards for employees to work

Qualifications and Experience

- Tertiary level education in a business discipline coupled with considerable professional development
- Proven management experience in local government or an equivalent commercial or public sector organisation
- Demonstrated business and commercial acumen
- Proven ability to build relationships across a diverse workforce.

Key Selection Criteria

The employee will demonstrate the following:

- Demonstrated experience in the development and support of a highly skilled and competent team
- Highly developed communication skills with the ability to build relationships at all levels of the organisation
- Demonstrated experience with the development and implementation of innovative solutions to organisational development, culture and engagement strategic issues
- Highly customer focussed with an understanding of internal consulting processes
- High level written and verbal communication skills with demonstrated report writing ability
- A tertiary qualification or experience in a similar field

Agreement

I, _____ have read
and understand the objectives and conditions of the above mentioned role.

Signature: _____

Date: _____