



People & Culture Manager

Candidate Information Pack

INTRODUCTION

Welcome, and thank you for your interest in the People & Culture Manager role at North Burnett Regional Council.

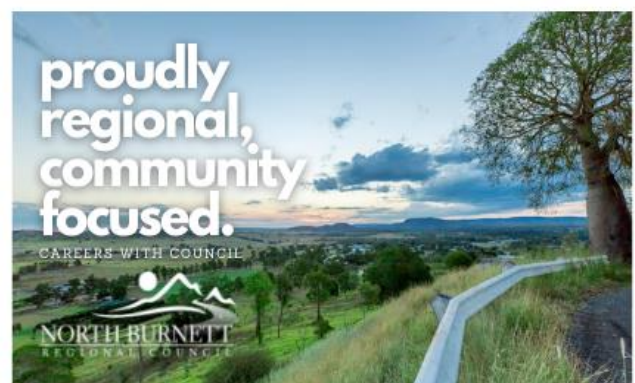
As our next People & Culture Manager, you will be stepping into a dynamic role that offers both exciting challenges and the support of a close-knit, collaborative team. Here in the North Burnett, opportunity is everywhere – it is a place where your career can grow alongside strong and vibrant communities located right throughout our naturally beautiful region.

This candidate pack will provide you with key information about the role, current projects, the organisation, and the region. For any questions, feel free to reach out to our Recruitment Officer - Jeni Codner, on 0447 153 948.

We are here to provide you with any additional information and guidance on the application process.

Kim Mahoney

General Manager – Corporate and Community



PEOPLE & CULTURE MANAGER

ROLE FOCUS

Reporting to the General Manager – Corporate and Community, the People & Culture Manager is a key member of Council's Leadership team, playing a pivotal role in aligning organisational culture with strategy and building capabilities that foster a safe, thriving workplace. As the successful candidate, your focus will be on providing people-centred leadership and exemplifying ethical, professional behaviour. You will champion a positive workplace culture, foster excellence in service delivery, and ensure legislative compliance across the Council's People & Culture functions.

Key Responsibilities

- **Leadership and Advisory:** Lead and mentor the People & Culture team, offering timely, accurate, and relevant HR advice to all staff.
- **Human Resources Management:** Oversee HR processes including policy development, performance management, payroll, industrial relations, and dispute resolution.
- **Learning & Development:** Ensure statutory compliance while building employee skills and capabilities to achieve Council objectives.
- **Workforce Planning and Recruitment:** Develop and manage workforce planning models and partner with managers to support recruitment and retention efforts.
- **Performance Development:** Partner with managers to set measurable performance targets and implement a fair and robust development process across the organisation.
- **Change Management:** Act as a 'change champion,' leading organisational change to drive cohesive, consistent work practices aligned with Council strategies.
- **Operational and Strategic Planning:** Collaborate with the executive leadership team to integrate strategic and operational plans, fostering a cooperative spirit across all areas.

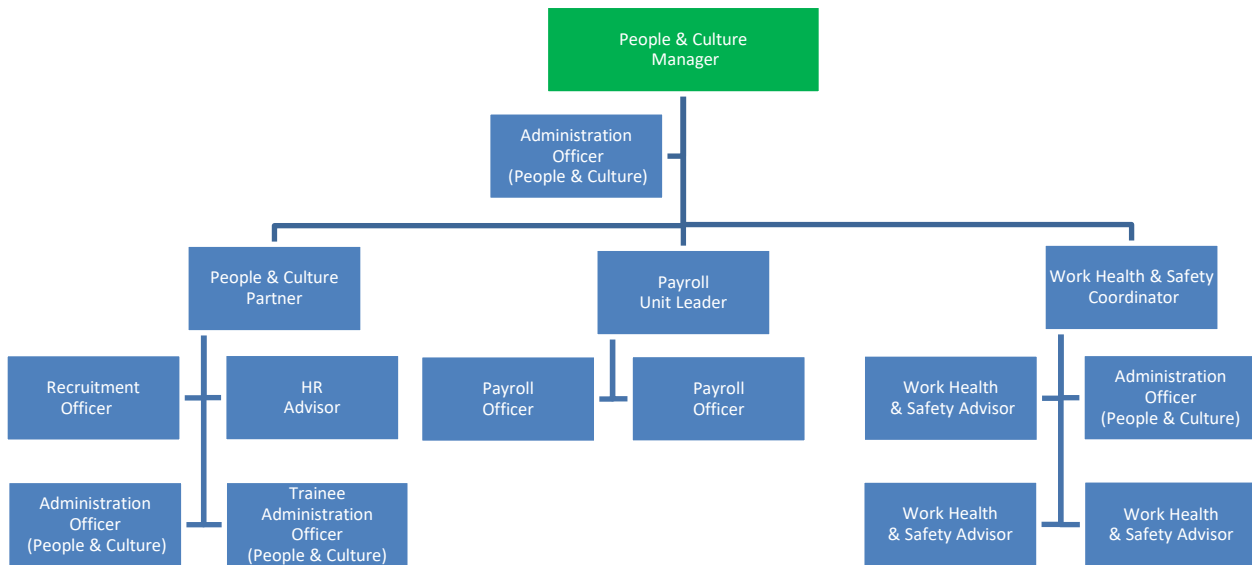
Desired Attributes

- People-centric leadership with high emotional intelligence and self-awareness.
- Ability to motivate, coach, and lead by example, fostering a culture of continuous improvement and innovation.
- Excellent communication, negotiation, and stakeholder management skills, both written and verbal.
- Strong project management capabilities, with an ability to deliver high-quality, customer-focused services.
- Ability to work in a political environment, navigating complexities with professionalism.

Qualifications and Experience

- Tertiary qualifications in a relevant discipline (e.g., Human Resources, Business Management).
- Experience in psychometric testing such as MBTI, DISC, or Human Synergistics (desirable).
- Demonstrated experience (minimum 3 years) in a similar role within a multifaceted, complex, and regulated service delivery environment.
- High-level knowledge of Local Government legislation, awards, and industrial relations frameworks.
- Financial governance and risk management experience.
- Current, unrestricted "C" Class driver's license.
- Commitment to continuous professional development.

PEOPLE & CULTURE TEAM STRUCTURE



OUR COUNCIL

Our Council covers 19,700 square kilometres of diverse Australian countryside, shared amongst six main townships: Biggenden, Eidsvold, Gayndah, Monto, Mt Perry, Mundubbera, and an additional twenty-five villages and farming catchments.

We have a long and proud history of development, prosperity, and resilience. With readiness we also face challenges including distance, drought, flood, and connectivity.

We administer \$1.012 billion in assets, including six libraries and customer service centres, five swimming pools, as well as various major infrastructure and equipment. We maintain a network of 829 kilometres of sealed and 3318 kilometres of unsealed roads within the region.

As a Local Government, it is our responsibility to deliver core community services while we also fill gaps in essential services at a grassroots level. It is a wide-ranging and holistic approach which extends far beyond the traditional view of roads, rates, and rubbish. This approach is not without its challenges, but our unified and determined Council is not afraid to get the job done and have the difficult conversations.

OUR VISION

A prosperous future for generations built on a solid foundation of customer focused, efficient, and effective service delivery.

OUR MISSION

COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

OUR VALUES

North Burnett Regional Council’s culture is driven through the following values:



PLANS & PUBLICATIONS

[Corporate Plan 2021-2026](#)

[Operational Plan 2024-2025](#)

[Annual Report 2023-2024](#)

WHY THIS ROLE?

- Create a meaningful impact:**
 As the *People & Culture Manager*, you will play a crucial role in shaping the culture and workforce of the North Burnett Regional Council. Your leadership will directly influence the development of a supportive, high-performing workplace, ensuring that Council delivers its strategic objectives and enhances the community’s well-being.
- Drive innovation and change:**
 This role provides an exciting opportunity to lead organisational change and drive innovative approaches to people and performance management. You will champion initiatives that improve workplace culture, build organisational capability, and ensure Council is equipped to meet future challenges.
- Enjoy a fantastic work-life balance:**
 North Burnett is known for its relaxed, welcoming lifestyle and offers access to stunning natural beauty and vibrant local communities. As part of the leadership team, you will enjoy a flexible and supportive work environment that promotes a healthy work-life balance, allowing you to engage with both your professional and personal passions.
- Strengthen your Career in Local Government:**
 This position allows you to apply your extensive knowledge of human resources and local government to a dynamic, multifaceted environment. You will lead projects that make a lasting difference while developing your own career through access to ongoing professional development opportunities and leadership training.

- Immerse yourself in a beautiful, welcoming region:**
 From rugged mountains to tranquil rivers, the North Burnett region is a natural haven. Alongside this beautiful landscape is a strong community spirit and a lively calendar of social and cultural activities. This role allows you to experience the best of both professional and personal life in a unique regional setting.
- Work with a talented team:**
 Join a talented and dedicated team committed to delivering excellence in people and performance. You will lead a group of professionals, empowering them to reach their full potential while ensuring that the Council's workforce is capable of meeting its strategic objectives.



OUR REGION

The North Burnett local government area is in Queensland, approximately four hours' drive north-west of Brisbane or one hour west of Bundaberg.

The North Burnett Region covers approximately 19,700 square kilometres and has a population of just over 10,000 people. The region encompasses six main townships – Biggenden, Eidsvold, Gayndah, Monto, Mt Perry and Mundubbera, which service around twenty-five villages and farming catchments.

Traditional custodians of country in our region are the Wakka Wakka, Wulli Wulli, Bailai, Goereng Goereng, Djaku-nde, Jangerie Jangerie, Kabbi Kabbi, Gurang and Taribelang Bunda Peoples.

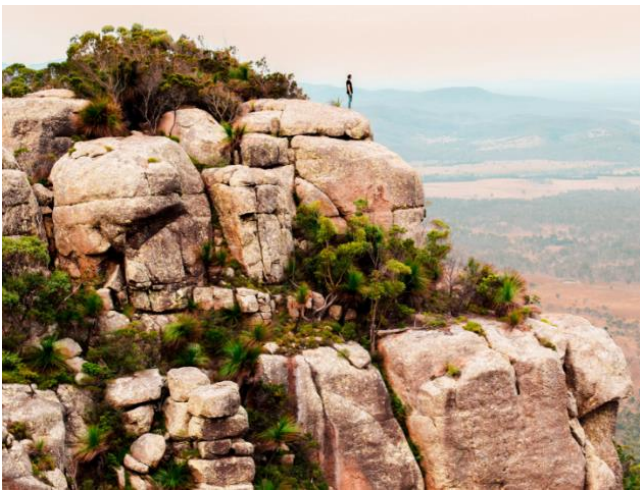
The North Burnett region takes its name from the Burnett River that flows through the area.



OUR LIFESTYLE

The North Burnett region boasts a relaxed and easy-going lifestyle, which is perfect for those who are seeking a more laid-back way of life. The region offers a range of recreational activities, including sports clubs, parks, and nature reserves, which provide residents with ample opportunities to get outside and enjoy the beautiful natural surroundings.

The region is also home to historic sites and cultural landmarks, which provide a window into the rich and diverse history of the area.



Mt Walsh, Biggenden

OUR COMMUNITY

The North Burnett region is renowned for its strong sense of community. The friendly and welcoming locals create a warm and inclusive atmosphere, where everyone is made to feel at home. There is a range of community events, festivals, and celebrations throughout the year, bringing people together to connect and celebrate the local culture. The region has a strong volunteer culture, with many opportunities for residents to give back to their community. The North Burnett region has a robust healthcare system, with several hospitals, medical clinics, and healthcare centres spread throughout the area. The North Burnett provides a range of educational institutions to cater to residents of all ages. There are several primary and secondary schools in the region, providing quality education to students from Kindergarten to Year 12.

OUR ENVIRONMENT

The region is known for its natural beauty and is home to several national parks. These parks offer visitors the opportunity to explore the rugged landscape, hike, camp, and enjoy outdoor activities such as fishing and birdwatching.

It is also famous for its agricultural industry, and visitors can explore the region's farming heritage by visiting local farms and attending events such as the Biggenden and Gayndah Shows, which showcase the best of the region's produce and livestock.

You will never run out of things to do and places to see!



Orange Festival, Gayndah



Mingo Crossing, *credit Mat Williams*

REMUNERATION & BENEFITS

- Full-time 4-yr Fixed-Term Contact
- Competitive Total Remuneration Package - circa \$185k (Negotiable)
- Generous Leave provisions
- Funded Professional Development and Training
- Employee 'Study Assistance' scheme
- Relocation Assistance
- Yearly Vehicle Allowance
- Accommodation Assistance
- Employee Assistance Program for work and non-work-related matters

POSITION & PRE-EMPLOYMENT CHECKS

Please refer to the Position Description for full details regarding the position, mandatory requirements, and pre-employment checks.

RECRUITMENT PROCESS

CLOSE DATE

- **Applications close:** 10:00pm, Sunday 24 November 2024

HOW TO APPLY

Apply either on-line at: <https://northburnett.qld.gov.au/vacant-positions/>, or
Email Customer Service at: admin@northburnett@qld.gov.au, or
Submit a hard copy application to: [Customer Service locations](#)

Your application should include:

- A cover letter (no more than two pages) detailing:
 - Your reason/s for applying for the position.
 - How your work-experience, skills and knowledge meet the key responsibilities and position requirements.
- A current resume that summarises your employment history, education and training as well as 2 x referees
- A copy of your current driver's licence, and relevant qualifications and certificates
- A current (within 12mths) National Police Check
- A completed Position Application Form

CONTACT

Please contact:

Jeni Codner | M: 0447 153 948

People & Culture – Recruitment Officer

