

POSITION DESCRIPTION



POSITION DETAILS

Position Title	People & Culture Manager
Position Number	7
Department	Corporate & Community
Section/ Stream/ Unit	People & Performance
Classification	Contract of Employment – Senior Managers and Professional Employee
Remuneration	As per Schedule B of the Contract of Employment
Reports To	General Manager Corporate & Community

POSITION OBJECTIVES

As a key member of the leadership team, the People & Culture Manager is responsible for aligning culture and strategy, building organisational capability and ensuring a safe workplace by providing people centred leadership and role modelling ethical and professional behaviours that align with North Burnett Regional Council corporate values.

KEY RESPONSIBILITIES

- Lead the People & Culture team to provide timely, accurate and relevant advice to all staff in relation to generalist human resources, including, but not limited to:
 - generalist human resources (i.e. policy & procedure; Human Resources Information System; advisory; performance reviews; employee grievances and dispute settlement)
 - payroll and salary administration including provision of advice re industrial instrument interpretation and remuneration and benefits
 - learning & development to ensure statutory compliance and build employee skills and capabilities to successfully achieve Council objectives
 - workplace health and safety to ensure legislative compliance and the Council objective of Zero Harm
 - industrial relations including maintenance of the industrial instruments and common law contracts.
- Workforce planning and recruitment – development of the workforce planning model and the pipeline management and accurate people forecasting and resourcing in line with the model. Partnering with managers to provide training on the recruitment process and ensuring remuneration governance.
- Provide coaching and mentoring to line managers on all people and performance matters.
- Lead the analysis of workforce planning, learning and development needs and performance management of the organisation and advise on appropriate organisational development strategies; and development and management of Council's Training Needs Analysis.
- Partner with managers to set and measure performance targets, while ensuring a robust and fair performance development process across the organisation. Ensuring the cascading of performance indicators through the organisation that align with corporate culture and business strategy.
- As the 'change champion' lead the necessary organisational change to empower staff, deliver cohesive and consistent work practices and accepted behaviours across the organisation.
- Deliver through the commitment to excellence in the leadership of the Section:
 - optimum capability, accountability, transparency and probity of the Section
 - quality professional advice to Council in policy and decision making, resulting in a strong and trusting relationship between all stakeholders
 - the achievement of efficient, effective and quality outcomes for the Section
 - a professional service to the Section's customers and the community that is responsive to change and realises solutions through innovative approaches
 - a positive workplace culture that encourages and rewards excellence and supports continuous improvement
 - a culture of safety and practices compliant with the organisation's standards.
- Lead the implementation of the operational plan, budgets, policies and projects that fall within the Section's responsibility in a manner as to achieve high performance against expected outcomes.

- Work collaboratively with the General Manager and other members of the Executive Leadership Team to ensure the successful integration of strategic and operational planning across Council, and to engender a spirit of cooperation and mutual support between operational areas in the pursuit of service excellence.

POSITION REQUIREMENTS

Essential Skills, Knowledge and Experience

- People centred leadership style with a high level of self-awareness and demonstrated EQ. Leading by example with a people centre approach to the management and direction of the team. Mentoring, coaching and providing constructive feedback to promote growth of team capability.
- Demonstrated ability to lead, motivate, encourage, coach and direct the efforts of others towards the completion of plans and achievement of determined objectives in an environment which provides leadership to and ongoing personal development opportunities for individuals.
- Creating a sense of success by taking on challenging tasks with confidence and encouraging creativity and innovation.
- Encouraging all employees of Council to see themselves as members of a single organisation, making a valuable contribution to Councils Vision and implementation of the Corporate Plan.
- Demonstrated experience in identifying, leading and implementing cultural change resulting in cohesive and respectful workplaces with a clear alignment to strategy.
- High level communication, consultative, interpersonal and negotiating skills (both oral and written), with a demonstrated ability to work collaboratively with relevant stakeholders at strategic and operational levels.
- High level project management skills plus a high level of computer-based systems skills, including business related application software.
- Demonstrated ability to conceive and manage operational planning processes, with a proven track record in the pursuit of quality services, including setting and meeting of high standards with a strong customer focus.
- High level knowledge of Local Government legislation, awards, standards, systems and processes.
- High level knowledge and demonstrated experience of financial, governance and risk management.
- Demonstrated ability to lead a multi-faceted Section.
- At least 3 years practical experience in a similar role, preferably in a multifaceted, regulated and complex service delivery environment.
- Capacity to operate effectively in a political environment.

Qualifications, Training and Licences

- Tertiary qualifications in a discipline relevant to the position.
- Qualifications in psychometric testing, such as MBTI, Human Synergistic, DISC etc would be desirable.
- Other qualifications in management (desirable).
- Current unrestricted "C" Class drivers' licence.
- Demonstrated absence of a relevant criminal history, (National Police Check).
- Commitment to maintain contemporary skills and knowledge.

WORK HEALTH AND SAFETY

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work-related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.

RISK MANAGEMENT

Council recognises that risk is an inherent part of all its business activities, programs and projects, services, processes, and decisions and, if not managed correctly and efficiently, could adversely impact on the organisation achieving its strategic goals and objectives.

Council is committed to the identification and management of all risks associated with the performance of Council functions, and the delivery of services, to embed risk management as part of Council's corporate governance framework to protect its employees, the general public, its assets, and the environment.