



POSITION DESCRIPTION

POSITION TITLE: Executive Manager People & Culture

AWARD CLASSIFICATION: Senior Officer

DIRECTORATE: Executive

APPROVED BY: Chief Executive Officer

Date: February 2020

POSITION OBJECTIVES:

- To manage a professional, strategic and co-ordinated approach to human resources, risk management and information management for the organisation.
- To provide quality advice and support services to all Managers and employees
- Develop and coach new and existing line Managers in essential human resource practices and procedures.
- Provide strategic input to the Executive Management Team into the overall management of the organization and contribute to the achievement of corporate goals.

KEY RESPONSIBILITIES AND DUTIES:

- Manage the functions and responsibilities of the Human Resource Department including Payroll and Risk Management.
- Lead, motivate, supervise and evaluate the Human Resource Department staff and direct changes as needed.
- Work with Executive Leadership Team, Managers and other staff to build effective relationships and provide advice and comprehensive human resource services.
- Provide leadership and guidance on the negotiation, implementation and maintenance of future Enterprise Bargaining Agreements to ensure outcomes which positively contribute to Council's competitiveness and performance.
- Provide advice, assistance and education to all employees and Managers on a diverse range of human resource responsibilities including policies and procedures, Industrial Relations, recruitment, training and staff development, performance management, organizational reviews, job evaluations, equal opportunity, discipline practices, induction program.
- Prepare relevant Human Resources reports for management when required
- Liaise with and develop relationships with external service providers including VECCL, Union, EAP provider, Income Protection provider, PDP.
- Maintain professional networks with other Human Resource practitioners.
- Develop and review all Human Resource Policies and Procedures as required.
- Manage Council's Annual Performance Appraisal System.
- Manage training and development budget ensuring staff have adequate training including complying with legislation.
- Maintain confidential personnel records and provide relevant personnel services as required.

- Co-ordinate Work Cover claims, supervise Return to Work arrangements and review WorkCover premium calculations to ensure correct premium payments and claim costs.
- Prepare leave provision reports as required by Executive Management Team and Council's Audit Committee.
- Report on departmental and Council-wide human resources, risk management and information management issues and recommendations requiring policy direction from Executive Management and Council.
- Work co-operatively with Council Staff to maximise department productivity and outcomes.
- Implement responsive and flexible work practices.
- Act as Council's Whistleblower contact. Conduct Panel Registrar, Equal Opportunity Officer and Return to Work Officer.
- Liaise with relevant government agencies and other organisations on legislative and policy changes impacting on Human Resource Departments responsibilities.
- Oversee the coordination of Council's insurance and risk management initiatives and strategies across the organisation.

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Chief Executive Officer.
Supervises:	Human Resources Coordinator & Corporate Risk Officer.
Internal Relationships:	Councillors, Chief Executive Officer, Directors, Managers, Executive Managers and Council Staff.
External Relationships:	Community, State and Federal Government agencies and departments; professional associations, contractors and consultants.

GUIDING PRINCIPLES:

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a "Shire First" approach and value the participation and opinion of all.

OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
- The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation
- Acknowledge the management of risk is an integral part of service planning and delivery and there needs to be appropriate resources and support provided to manage those risks
- Provide quality advice to the CEO on the elements of risk considered to be an exposure to Council operations.
- Maintain overall responsibility for the effective management of all types of risk.
- Develop and foster working relationship with other agencies with which Council has a shared risk.
- Ensure that effective risk communication occurs.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable to the Chief Executive Officer for the quality, effectiveness, cost and timeliness of work plans, programs, projects, events, initiatives, including systems and technology being managed
- Effective management of project timelines and budgets
- Provision of advice to staff, the Executive Leadership Team and Council in relation to human resources and risk
- Subject to the provisions of the *Local Government Act 1989* (as amended) and Council policies and procedures, the incumbent has the authority to make decisions about the implementation of appropriate work practices to achieve Council's goals and objectives and provide effective and quality workforce
- The role frequently requires the Executive Manager People & Culture to act as an 'in-house consultant' to internal customers, accepting responsibility and making professional human resource judgements
- The incumbent is required to report to the Chief Executive Officer any issues which he/she is unable to resolve in the workplace.

JUDGEMENT AND DECISION MAKING

- Ability to make recommendations and advise all levels of staff and Council on complicated and technical legislative and human resource matters
- Considerable degree of problem solving into policy formulation and to achieve strategic objectives within resource constraints
- Make decisions on matters, which are the responsibility of the position, provided that these are within delegated authority, legislative requirements and in accordance with the requirements of the Chief Executive Officer
- Exercise judgement when dealing with complex issues and an ability to utilise effective problem solving skills
- Make decisions related to the issue at hand based on in-depth knowledge and understanding of the Shire's broader goals and objectives
- Apply specialist knowledge and techniques to new situations
- Operational decision making in the pursuit of providing excellent customer service in relation to human resources to all areas of Council, the community and other external stakeholders.
- Use initiative based on experience and or knowledge in determining suitable action, and seeks guidance from outside the organisation if and when required.

SPECIALIST KNOWLEDGE AND SKILLS

- Analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework

- Understanding of the long term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures may be required
- Understanding of the long term goals of the functional unit in which the position is placed and of the relevant policies of both the unit and the wider organisation.
- Knowledge of relevant Superannuation Scheme procedures.
- Knowledge of relevant Work Cover procedures.
- Knowledge of relevant Income Protection Claim procedures.
- Experience in producing detailed program reports and the ability to provide reports and briefings to Executive Management as required.
- Exercise judgement when dealing with complex issues and an ability to utilise effective problem solving skills.
- Ability to use initiative based on experience and/or knowledge in determining suitable action, and to seek guidance from outside the organisation if and when required.
- Experience developing policies and procedures.
- Excellent communication skills.

MANAGEMENT SKILLS

- Comprehensive knowledge of relevant Acts, Regulations, Standards, Council policies and procedures relating to the Human Resources Department.
- Understanding of the organisations' long term goals and the legal and political context in which the organisation operates.
- Ability to organise programs and work priorities of self and others to achieve the objectives of Council and the Human Resource Department.
- Ability to manage competing priorities, manage time effectively and meet deadlines to achieve objectives.
- Ability to manage budgets and other resources to meet Department objectives.
- Ability to lead and supervise teams, and implement sound personnel practices relating to Equal Opportunity and Occupational Health & Safety.
- Ability to work flexibly and with minimum supervision.
- Ability to negotiate complex problems and relationships, analyse situations and take corrective action.
- Ability to contribute to continuous improvement processes to enhance service delivery for the organisation.
- Knowledge and experience in use of related software applications.
- Knowledge of relevant Superannuation Scheme procedures.
- Ability to prepare high standard reports and briefing notes for the Executive Management and Council.

INTER-PERSONAL SKILLS

- Excellent oral communication and interpersonal skills and the ability to negotiate with others to resolve issues.
- Highly developed written communication skills.
- Ability to lead, coach and develop teams and individuals.
- Ability to work cooperatively and relate professionally and enthusiastically to a diverse range of people, both external and internally.
- Interpersonal skills required to lead, motivate and develop employees and encourage participation and co-operation.
- Ability to influence and involve staff from different areas and disciplines to produce solutions and strategies that are supported by those staff.
- Ability to negotiate with a diverse range of people including staff, external organisations, government agencies and members of the public to solve issues.

- Use initiative and act professionally, with integrity, discretion and confidentially.
- Ability to influence and involve staff from different divisions and disciplines to produce solutions and strategies supported by those staff
- Ability to negotiate with others to resolve cross-functional issues

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications and/or equivalent experience in Human Resources or other related disciplines.
- Experience in leading, coaching and developing teams and individuals
- Experience developing policies and procedures relating to human resource functions
- Extensive knowledge of Equal Opportunity, National Employment Standards, Occupational Health & Safety, and other relevant legalisation.
- Experience leading employee safety and wellbeing including Work Cover Claims, Occupational, Health & safety, training, and risk management.
- Knowledge and/or experience in interpreting legislation, industrial awards, and enterprise agreements.
- Current Victorian Drivers Licence.

KEY SELECTION CRITERIA

Essential

- Relevant tertiary qualifications and/or experience in Human Resource Management or similar relevant discipline.
- Demonstrated skills in leading and developing individuals and teams and a proven ability to support staff through change management processes.
- Comprehensive knowledge and experience in ensuring organisational compliance with regards to relevant legislation, industrial awards and enterprise agreements.
- Demonstrated ability to drive risk management and safety throughout an organisation
- Experience developing and promoting relevant policies and procedures throughout an organisation
- Excellent oral communication and interpersonal skills and the ability to negotiate with others to resolve issues
- Ability to analyse data and use initiative to foresee future trends and issues, and prepare accordingly
- Knowledge and experience in developing and implementing key performance indicators, monitoring and reporting systems, trend analysis and development of strategic plans.
- Ability to work cooperatively and relate professionally and enthusiastically to a diverse range of people, both external and internally.

Desirable

- Previous experience in Local Government

SIGNATURES

Employee

Name: _____

Signed: _____

Date: _____

Chief Executive Officer

Name: _____

Signed: _____

Date: _____