

**POSITION TITLE:** Manager People and Culture **POSITION NO:** 2002

**EMPLOYMENT TYPE:** Contract

**CLASSIFICATION:** Contract

**DEPARTMENT:** Executive Services

**BRANCH:** People and Culture

**REPORTS TO:** Chief Executive Officer

**ORGANISATIONAL VALUES:** ☐ Honesty ☐ Respect ☐ Accountability ☐ Integrity ☐ Unity

## 1. PRIMARY ROLE

Provide leadership and direction to the People and Culture branch and to promote and deliver high quality outcomes to Council and to contribute to corporate governance and strategic planning of Council.

## 2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Manage all aspects of the operational performance of the People & Culture branch, including day-to-day management and strategic direction of the various functions in conjunction with the relevant Co-Ordinators and team members.
2. Direct and lead the establishment and application of initiatives, frameworks and resources to enable and promote People & Culture in accordance with legislative requirements, corporate targets, community standards and industry trends.
3. Provide high-level advice and expertise to internal and external stakeholders and customers, including the Chief Executive Officer, Council and Leadership/Management teams.
4. Contribute to the formulation and review of Council's policy, including the Operational and Corporate Plans and develop, document and review policies and procedures for the People & Culture branch.
5. Identification of emerging trends and issues in Human Resources Services that may impact on Council and the South Burnett Region.
6. Ensure compliance of all internal and external parties with legislative compliances, statutory obligations and corporate policies, procedures and standards.
7. Improve employee relations through active involvement in developing a positive, enthusiastic and productive culture and values throughout the organisation.
8. Prepare and present high quality written and verbal communications in a variety of forums including Council meetings, internal and external meetings, community meetings and events.
9. Prepare and monitor the budget for the People and Culture Branch, including providing timely reports on variations to the Chief Executive Officer and General Manager Finance and Corporate.
10. Complete additional activities and reasonable directions given by management.

### 3. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Tertiary qualifications in a relevant discipline such as Human Resource Management or Industrial Relations or comparable extensive experience.
- Minimum requirement of a current C Class driver's licence.
- General Safety Induction for Construction Worker Certification (White Card).
- Certificate IV in Work Health & Safety (Desirable).
- Return to Work accreditation (Desirable).
- Previous Local Government experience.
- Membership of an appropriate professional association, e.g., AHRI. (Desirable)

### 4. KEY SELECTION CRITERIA

1. Demonstrated record of achievement in a human resources generalist role gained at a senior level.
2. Demonstrated high level strategic, conceptual and operational skills.
3. High level knowledge of and the ability to interpret, administer, communicate and comply with the relevant awards, agreements and legislation relevant to Queensland Local Government, including working knowledge of WHS Act 2011, Regulations and Codes of Practice.
4. Highly developed negotiation and conflict management skills with the ability to handle sensitive issues with tact and diplomacy.
5. Outstanding leadership and personnel management skills with demonstrated experience in promoting organisational culture and values throughout the organisation.
6. Demonstrated experience in the use and application of the Microsoft suite of products in particular (Word and Excel).

### WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

### CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

### FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

### INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

<b>AUTHORISATION</b>	
<b>Chief Executive Officer:</b> Mark Pitt PSM	Signature: 