Position Description

**MANAGER PEOPLE & CULTURE (GM009)**

**Reports to:** GM General Manager  
**Division:** General Manager’s  
**Supervises:** Five (5) permanent staff directly and eight (8) indirectly  
**Grade:** 22  
**Budget:** Operational budget of approximately $2 million  
**Relationships:** General Manager; Directors; Managers; other Council staff; professional/industry associations; consultants and legal professionals; government organisations; and members of the public.

**Position Summary**
This position is responsible for proactively leading the People & Culture Team in the delivery of quality human resource and organisational development processes and services.

**Key Responsibilities**

1. Oversee the effective and efficient management of the functional areas of work health and safety, injury management, return to work, employee relations, recruitment, payroll, learning and development and organisational development.

2. Provide specialist advice, guidance and support regarding current industrial Award provisions, legislative matters, and change management processes relating to structural reforms.

3. Lead the implementation and delivery of Council’s Workplace Diversity Strategy and Workforce Plan.

4. Oversee and provide considered guidance and support to deliver individual and broad employee relations outcomes including disciplinary matters and investigations.

5. Oversee organisational development strategies within the organisation focusing on leadership, team building and the measurement of outcomes through the bi-annual employee engagement survey.

6. Lead the development and implementation of plans, policies, strategies and key projects for the Division.

7. Oversee the identification and appropriate management of human resource related business risks across all functional areas.

8. Explore in consultation with Directors and clients, innovative and contemporary human resource and leadership strategies to meet workforce demands.

9. Attend and participate in Council and Committee meetings as required including being an active member in Executive Team meetings.

10. Develop, implement and report on strategic, delivery and operational plans including budgetary and other resource requirements.

11. Oversee and contribute to building partnerships with supervisors (at all levels) to coach, mentor and positively influence employee relations and business unit outcomes.

12. Represent Council in discussions or negotiations with Unions or legal representation.
Position Criteria

Qualifications, Certificates and Licences
1. Bachelor and post graduate tertiary qualifications in Human Resource Management and/or related specialised discipline i.e. industrial relations, work health & safety, organisational development.
2. Current Class C Driver’s Licence.
3. WorkCover Construction Induction White Card.

Experience, Skills & Knowledge
4. Substantial work experience relevant to the role including effective management of multi-disciplinary teams.
5. Proven track record in positively designing and implementing change management processes in complex and sensitive circumstances.
6. Demonstrated experience in conflict resolution and negotiations that required high level communication and planning to achieve successful outcomes.
7. Sound knowledge and practical application of statutory requirements of various acts and regulations relevant to the position.
8. Sound business planning; organisational; financial; high level report writing; and administrative skills.
9. Interpersonal skills to positively build effective working relationships, drive engagement, motivate staff, and influence culture.