



Position Description

Manager People & Culture

Council Strategic Vision

Protecting our heritage and beautiful coast, while creating a welcoming and healthy place for all in South Australia's most sustainable city.

Our Culture

A place that proudly delivers great things.

Where we deliver on promises; value people; recognize achievements; inspire progress, respect history, build the future; grow and learn; and enjoy what we do.

Our Values

ARISE: Achievement, Respect, Innovation, Simplicity, Engagement



TITLE:	Manager People & Culture
LEVEL:	8
POSITION OBJECTIVE: Ensure the development and management of Council's People Strategy as a key element of the efficient and effective delivery of the Strategic Plan and in accordance with Council's Annual Business Plan and budget.	

1. REPORTING RELATIONSHIPS

- This position reports to the General Manager Strategy & Corporate.
- The position is responsible for the following areas: Organisational Development; Workplace Relations; Recruitment & Selection; Workforce Planning; Quality Working Culture; WHS and Return to Work.

2. KEY PERFORMANCE INDICATORS

- Feedback and outcomes indicate that expert, high level advice, support and guidance in relation to all aspects of people and culture management are provided across Council.
- Annual Business Plan prepared and deliverables completed on time.
- Applicable budget managed appropriately.
- Team feedback and achievements indicate that effective leadership is being applied in line with Council's identified leadership capabilities.
- Clear and measurable outcomes are set for each reporting staff member and they are held accountable for these.
- Clear evidence presented that WHS and other regulatory requirements have been implemented and on time.
- Annual PDR with measurable goals and an effective development plan aligned to role requirements.

3. POSITION DETAILS

PEOPLE & CULTURE

- Provision of expert high level advice, support and guidance in relation to all aspects of people and culture management including recruitment and selection; employee/industrial relations; organisational development and workforce planning.
- Provide strategic advice and recommendations regarding people and culture issues that are aligned with Council's Strategic and Business Plans.
- Support the Leadership Team by coaching, guiding and training Managers with skills and techniques to enable them to achieve key people and management goals.
- Support the Leadership Team to manage and resolve matters of critical, complex and sensitive nature and exercise a significant level of decision making in relations to these issues.
- Undertake investigations of a complex nature including under-performance, disciplinary and non-work related medical conditions and ensure they are conducted in a manner that affords natural justice to all parties and resolved effectively in accordance with relevant legislation and procedures.
- Proactively lead and strategically influence organisational change based on Council's Strategic and Business plans.

- Pro-actively develop and maintain respectful and positive relationships both internally and with customers and volunteers.
- Actively participate and maintain a customer focused culture.
- Demonstrate positive leadership capabilities which result in building relationships, empowering others, embracing challenges and delivering on promises.
- Ensure effective communication is undertaken to engage the needs of reporting staff, internal and external key stakeholders including volunteers.
- Foster, develop and deliver a customer centric culture, to empower team members to strive for customer satisfaction at all times.
- Coordinate regular team meetings to ensure work outcomes and improvement opportunities with open and transparent communication within specified timeframes.
- Manage, monitor and review compliance with WHS and Return to Work obligations as well as other regulatory, legislative and policy requirements.

SYSTEMS & PROCESSES

- Develop and maintain an effective People Strategy and Strategic Workforce Planning that supports the employment lifecycle.
- Manage Council's employment lifecycle processes including recruitment, selection, induction and separation processes.
- Manage Council's industrial framework including negotiation of Enterprise Agreement(s).
- Manage Council's WHS Plans and Programs in accordance with the LGAWCS requirements and standards.
- Oversee Council's annual Professional Development Review process.
- Develop, implement and maintain an effective organisational development program which includes learning and development, succession planning, and requirements of the Training Needs Analysis/WHS Training Plan.
- Contribute to the annual budget preparation relevant to specific span of control that aligns with Strategic and Business plans.
- Ensure the maintenance all employment documentation for staff.
- Policy development and review of procedures, guidelines and forms as required.
- Proactively lead and influence organisational change based on Council's strategic and business plans.
- Lead the development and maintenance of relevant systems that support the People Strategy.
- Actively seek and suggest ways to improve work practices and outcomes.
- Provide high quality, timely reports for area of control as required.
- Undertake adhoc projects in collaboration with the Senior Leadership Team as required.

QUALITY & COST

- Manage relevant expenditure and authorise purchases up to budget policy or delegated limitations.
- Manage the Corporate Training Budget and ensure consistent allocation of funds.
- Develop and report on workforce metrics and related trends and identify strategies to support improvement or efficiency.
- Deliver quality outcomes on time and on-budget.
- Undertake research and projects as required.

DEVELOPMENT

- Pro-actively participate in the Professional Development & Review (PDR) process and provide suggestions on how individual capabilities can be expanded as they relate to the role.

- Actively listen to the needs, concepts and ideas of peers, the community and customers.
- Ensure Professional Development & Reviews (PDR's) are completed on an annual basis for reporting staff which include meaningful and achievable goals.
- Facilitate personal and professional development of reporting staff.

4. PERSONAL CRITERIA

QUALIFICATIONS

- A tertiary qualification in Human Resource Management or significant related experience – **essential**
- Holds an unencumbered Australian drivers licence – **essential**

EXPERIENCE & KNOWLEDGE

- Experience in resource management, mentoring and coaching individuals to deliver quality outcomes – **essential**.
- Experience in providing an expert consultancy service for all aspects of the employment lifecycle including WHS and Return to Work – **essential**.
- Demonstrated knowledge and understanding of industrial relations and experience in negotiating enterprise agreements – **essential**.
- Experience in managing and investigating sensitive and complex employee relations matters – **essential**.
- Proficient in the use of Microsoft Office and experience in using corporate digital applications – **essential**.
- Experience in implementing strategic plans including integrating people and culture initiatives with business plans and organisational strategy.
- Experience in undertaking investigations, research and analysis of information, including preparation of reports with recommendations.
- Experience in initiating and managing significant people and culture projects.
- Experience in designing, developing and co-ordinating programs for staff learning and development.
- Knowledge and understanding of legislation, guidelines and standards relevant to the area of operation.
- Experience with the Technology 1 suite of applications – **desirable**.

PERSONAL CAPABILITIES

- Highly self-motivated with the ability to establish credibility and deliver high quality outcomes for our community – **essential**.
- Advanced verbal and written communication skills with the ability to negotiate, influence and motivate individuals – **essential**.
- Ability to prioritise workload and meet set timelines.
- Ability to be resilient, innovative, flexible and readily accommodate change.
- Analytical, problem solving, and decision making skills with an ability to explore new and innovative ways to do business using creative solutions.
- Demonstrated commitment to exploring and expanding individual capabilities.
- Ability to work both independently and in a team environment
- Ability to share information and expertise freely.

LEADERSHIP CAPABILITIES

- **Accept Responsibility** – Take responsibility and deliver on our promises.
- **Relationship Driven** – Build positive relationships.
- **Innovate & Change** – Lead change and embrace new ideas.
- **Strategic Focussed** – Create and communicate a clear vision.
- **Empower Others** – Support people to be their best.

5. WORK HEALTH & SAFETY RESPONSIBILITIES

- Comply with any reasonable instruction in relation to WHS.
- Cooperate with any reasonable policy or procedure relating to WHS.
- Take reasonable care in regard to work health and safety.
- Avoid adversely affecting the health and safety of any other person through any act or omission at work.
- Ensure that you are not in such state (due to alcohol or drugs) as to endanger your own safety at work or the safety of any other person.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of workers.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Comply with the use and utilisation of appropriate personal protective equipment.
- Participate in activities associated with the management of workplace health and safety policies, procedures, management systems and consultative structures.

6. SPECIAL CONDITIONS

- Some out of hours work may be required including attendance at official meetings after hours.
- In line with Council's Background Screening & Reporting Procedures, Department of Human Services (DHS) screening clearances are required for all positions, and will be renewed upon expiry thereafter.

7. OUR VALUES

As a value based organisation we demonstrate our values through our behaviours. These values guide everything we do. As an employee you will play a key role in demonstrating these values:

- **Achievement** – Deliver agreed outcomes for our Community.
- **Respect** – Act with honesty and integrity.
- **Innovation** – Seek better ways.
- **Simplicity** – Easy to do business with.
- **Engagement** – Provide opportunities for all to participate.

These are assessed on an ongoing informal basis, and formally through the Professional Development Review process.

8. ACKNOWLEDGEMENT

Employee Name:	_____	Direct Manager:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____