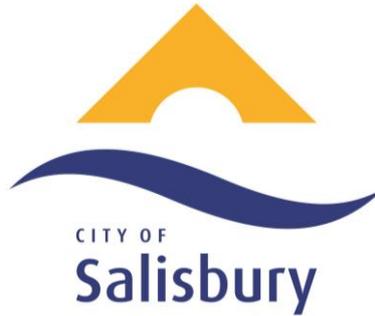




MANAGER PEOPLE & CULTURE

JOB & PERSON SPECIFICATION

NOVEMBER 2021



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	MANAGER PEOPLE & CULTURE
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS WORKPLACE AGREEMENT (as amended or replaced)
CLASSIFICATION:	NEGOTIATED
DEPARTMENT / DIVISION:	BUSINESS EXCELLENCE / PEOPLE DIVISION
POLICE CLEARANCE:	NOT REQUIRED
CONTRACT TERM:	5 YEAR FIXED TERM CONTRACT
REPORTS TO:	GENERAL MANAGER BUSINESS EXCELLENCE
DIRECT REPORTS:	3 X BUSINESS PARTNERS, SENIOR PAYROLL LEAD PAYROLL OFFICER TEAM LEADER SAFETY & WELLBEING
POSITION NUMBER:	000922

POSITION OBJECTIVES:	<ul style="list-style-type: none"> • To provide vision, strategic direction and organisational leadership for the Division to ensure team members are working to their highest potential. • To lead and manage the people and administer processes and practices of the organisation in a way that creates organisational excellence and sustainability, by reporting on Divisional strategic plans, business plans, budgets and other initiatives. • To make decisions, create policy and undertake planning for the Division that ensure transparency, good governance and legal compliance. • Manage and oversee the development and delivery of all workforce management systems and workforce development. • Provide high level advice, direction and support to the CEO, the Executive Management Team and Senior Leadership Group in relation to strategic and operational human resources and organisational development matters.
-----------------------------	--

	<ul style="list-style-type: none"> • Contribute to the strategic development of broader corporate development strategies and objectives. • In partnership with the People Project Lead, implement and embed people initiatives arising from the Business Transformation program.
<p>VALUES AND BEHAVIOURS:</p>	<p>These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p>Respectful</p> <ul style="list-style-type: none"> • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us <p>Accountable</p> <ul style="list-style-type: none"> • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important <p>Collaborative</p> <ul style="list-style-type: none"> • Work together committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Imagine new futures and look for new opportunities • Make a positive difference
<p>KEY RESPONSIBILITIES:</p>	<p>Strategic and Organisational Leadership</p> <ul style="list-style-type: none"> • Develop a clear, shared vision and goals for the Division in line with organisational objectives. • Foster positive working relationships with Executive Management, Divisional Managers, Team Members and Elected Members (where required) based on a model of partnership and long-term success. • Work closely with the Business Transformation team to embed key outcomes across the business. <p>Professional and Political Acumen</p> <ul style="list-style-type: none"> • Take an active role in managing relationships and interactions with the community and strategic partners to support capacity building internally and externally. • Be an active member of the Senior Leadership Group. <p>Organisational Excellence and Sustainability</p> <ul style="list-style-type: none"> • Ensure the outcomes of the division support the achievement of the organisation's three success factors: <ul style="list-style-type: none"> ○ Exceptional Community Experience ○ Quality Outcomes ○ Great Place to Work • Ensures Divisional plans, reporting structures and appropriate accountability within the organisation through:

- Regular monitoring and reporting on divisional plan and budgets; and
- Financial and non-financial performance measurement and reporting; and
- Appropriate internal control over processes to ensure the quality and accuracy of information.
- Work with Leadership group to ensure two-year resourcing plans are in place

Policy and Planning

- Develop and deliver HR & WHS policy framework to ensure consistent decision-making across the organisation, aligned to People strategic framework. Ensure Executive Management is well informed to facilitate appropriate organisational decision making.
- Provide advice on best practice and facilitates a culture of consultation and collaboration across the Division.
- Ensure that leading governance practices are embedded in decision making.

Performance Development

- Ensure the Performance Development and Review process achieves objectives.
- Ensure that the capability and development needs of the organisation are met through the annual Training & Development Plan & budget.

Human Resources Systems & Payroll

- Review and improve technology, systems, processes, performance metrics and reporting to ensure most efficient services are provided.
- Ensure human resource systems and maintenance of employee records are in place in line with organisational standards and are continuously improved.

Employee Relations

- Develop and implement the industrial relations strategy, to guide the enterprise bargaining agreement agenda.
- Ensure consultation with Executive Management and appropriate employee representative bodies occurs in accordance with Enterprise Agreements.
- Ensure employee conduct investigations and the management of unsatisfactory performance are conducted with procedural fairness and meet industrial obligations.

Work, Health, Safety and Wellbeing

- Provide leadership to the WHS team to ensure a holistic health, safety and wellbeing systems and culture across the organisation.
- Ensure that the workers compensation system is appropriately and fairly managed within the organisation and that all injured

	<p>workers are supported through the provision of appropriate rehabilitation and return to work services.</p> <ul style="list-style-type: none"> • Ensure that safe systems of work are developed, documented, implemented and followed. • Ensure wellbeing program delivers on relevant and valued initiatives. <p>Organisational Development</p> <ul style="list-style-type: none"> • Implement organisational development plan initiatives, monitor progress and review on a quarterly basis • Conduct talent management / succession planning sessions with leadership groups on bi-annual basis and present to Executive Group. <p>Business Transformation</p> <ul style="list-style-type: none"> • In consultation with the Business Transformation team, develop and deliver: <ul style="list-style-type: none"> ○ People and Talent Management strategy ○ Leadership development programs ○ Conduct and implement Staff Engagement strategies ○ Develop and deliver action plans resulting from the OCI staff surveys ○ Any other transformational change initiative
--	---

WHS RESPONSIBILITIES:	<ul style="list-style-type: none"> • Ensure that appropriate policies and procedures are in place and understood by those affected. • Ensure that safe systems of work are developed, documented, implemented and followed. This includes systems for the induction, training, supervision and monitoring of identified competencies to ensure work is carried out in a safe manner. • Identify, assess, prioritise and control any risks to the health and safety of employees, volunteers, contractors and visitors from the operational activities of Divisions/Sections for which responsible. Monitor risks by ensuring that regular inspections are occurring. • Ensure regular consultation on WHS requirements is occurring with employees by structuring clear WHS objectives into biannual performance and development reviews. • In coordination with the Internal Claims Consultant, fulfil injury management responsibilities set out within IM procedures including; <ul style="list-style-type: none"> – Completion of claims documentation and submission to the LGAWC Scheme within 24 hours on injury notification. – Participate in the rehabilitation process, including providing practical support and assistance to injured employees. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	<ul style="list-style-type: none"> • To comply with the City of Salisbury Employee Code Policy and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures.

	<ul style="list-style-type: none"> Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
ESSENTIAL SELECTION CRITERIA:	<ul style="list-style-type: none"> Tertiary qualifications in a relevant discipline (i.e. Human Resources, Management, Business), or equivalent relevant experience at a management level. Proven success in leading and developing a multi-functional professional team to deliver exceptional service in relation to: employee relations, learning and development, human resources, payroll services and safety & wellbeing functions, in a business partner model. Proven experience at a senior management level, within a medium to large diverse organisation. Comprehensive knowledge of contemporary people management practices. Ability to think strategically and make informed and considered decisions to benefit the Division and the organisation as a whole. Demonstrated ability to be collaborative and build strategic relationships internally and externally to build partnerships to further the reputation and success of the City of Salisbury. Ability to lead, inspire and empower a multi-disciplinary team to make considered decisions and achieve outcomes. Create and manage appropriate relationships with Executive and the Senior Leadership Group. Conceptual, analytical and critical skills in originating new techniques, concepts and practices in resolving complex policy issues. Understanding of workplace relations and associated legislation (including workplace health and safety). Previous demonstrated experience in strategic and operational planning, budgeting and reporting. Working knowledge of the Fair Work Act (SA) An understanding of employment law. Exceptional customer service and stakeholder management skills. Proven experience in delivery of a positive workplace safety culture program. Strong verbal and written communication skills, including presentation, influencing and report writing skills.
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> Post Graduate qualifications in a relevant discipline (i.e. Master HRM, MBA) are highly desirable. Knowledge of the operational context of local government and the political and policy development framework. Previous experience in a senior role within a large, diverse, multi-disciplinary workforce. Qualified in Human Synergistics model
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> Expected to attend relevant Council Committees, informal strategy meetings and Council meetings when Divisional papers are put forward.

	<ul style="list-style-type: none">• Some out of hours work will be required from time-to-time.
EXTENT OF AUTHORITY:	<ul style="list-style-type: none">• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.



HOW TO APPLY

Applications should be addressed to Andrew Reed and Hannah Way. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.