

## Manager People and Culture

<b>Position Title:</b>	<b>Manager People &amp; Culture</b>
<b>Classification:</b>	Negotiated
<b>Agreement:</b>	Common Law Contract
<b>Department:</b>	Office of the CEO
<b>Location:</b>	Administration Office
<b>Date reviewed:</b>	May 2022
<b>Approved by:</b>	Chief Executive Officer

### Commitment to the Shire

#### **Our Vision for the Shire of Broome**

A future, for everyone.

#### **Our Aspirations**

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

#### **Our Values**

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive for Everyone</i>	Proactive, forward thinking, open-minded and innovative. for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

## **Position Purposes and Objectives**

As an integral member of the Management Coordination Group (MCG) the Manager People & Culture will be key to the successful implementation of Council's strategic plan through People & Culture at the Shire of Broome. This will be achieved through the effective management and delivery of services and education to the community regarding all areas of Human Resources Management and Occupational Health & Safety (OSH).

## **Position Key Responsibilities and Duties**

- Provide both strategic and operational expertise to the CEO, Executive Management Group (EMG), and employees on all HR related matters including performance and talent management, organisational design and development, engagement, reward and recognition, HR Systems and reporting and change management.
- Manage the strategic direction of the Human Resource function of the Shire in line with the Council's Strategic Community Plan and Workforce Plan.
- Manage the Shire's Occupational Health and Safety systems and programs.

## **Human Resource Operations**

- Deliver and oversee all elements of the employee lifecycle; recruitment, attraction, remuneration and benefits, on-boarding, performance management, training & development, departures, terminations, and leave.
- Provide accurate and timely advice, information and/or recommendations to staff across the organisation on Human Resources matters to ensure that all policy, statutory and award obligations are met.
- Oversee satisfactory workplace investigations into a wide variety of matters including allegations of employee misconduct and OH&S matters.
- Effective implementation of Enterprise Agreement, Awards, relevant Acts and legislation including oversight and process management of the periodic review of the Enterprise Agreement as required.
- Respond to inquiries or complaints from the public and internal requests for services in a timely manner.
- Update and amended the Strategic Workforce Plan to reflect changes in the internal and external environment including trends, external risks and proactively promote strategies to maximise workplace productivity and efficiencies.
- Develop strategic partnerships with local schools, stakeholder and training providers to facilitate future workforce planning.

## **Engagement and Culture**

- Act as the ambassador for the organisational culture and values ensuring they are upheld and embedded.
- Design and lead initiatives to maximise the engagement of employees creating a culture of trust, collaboration, and ownership.
- Lead the delivery of the engagement and staff/culture survey including presenting and monitoring results and responding to employee concerns.
- Support the Shire through organisational change using effective project management skills, communication, engagement and leadership skills.

## **Organisational Development**

- Create and implement a learning and development framework aligned to high performance to ensure consistency, effectiveness and maximise knowledge sharing across the Shire.

- Facilitate training to employees including induction, customer experience, team building, and effective communication skills.
- Create a leadership development framework to maximise leadership capability and succession planning across the organisation, and embed a coaching culture.
- Create and embed a high-performance capability framework to drive high performance and support the delivery of exceptional customer service.
- Facilitate the development and ongoing review of an organisational wide training and development plan which includes training needs analysis, skills based training and technical competency.
- Oversee and review the performance review process in conjunction with end users.

### **Occupational Safety & Health**

- Through effective consultation with internal and external stakeholders, develop/review/approve and implement OSH policy and business operating procedures with corresponding reporting metrics to ensure legislative compliance.
- Manage occupational safety and health systems for the organisation including implementing, promoting and monitoring of safe work practices in line with the Shire's Occupational Safety and Health Policies.
- Oversee the timely management and resolution of Workers Compensation Claims.
- Assisting staff with respect to incidents and WorkCover and (work based) insurance matters.
- Maintain knowledge of current and future trends in human resources and industrial relations issues and legislative changes.
- Oversee annual EEO reporting and review EEO Management Plan as required.

### **Organisational Responsibilities**

#### **Human Resource Management**

- Provide leadership to and manage the development of staff according to both personnel and organisational requirements.
- Assess the team's competencies and ensure skill bases meet requirement for achieving strategic and service delivery plans.
- Ensure Annual Performance Reviews are completed on time and within the bounds of Shire Performance Review Policy.
- Oversee the recruitment and selection process in conjunction with management and Human Resources.

#### **Occupational Health & Safety**

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings
- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

#### **Compliance:**

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.

- Ensure compliance with the State Records Act 2000 by ensuring corporate documents are recorded in the Shire’s Record Management System.
- Carry out duties in accordance with the Shire’s Code of Conduct, relevant legislation, policies, procedures and guidelines.

**Budget:**

- Prepare the People & Culture Budget for approval by EMG and Council and manage the ongoing financial performance against the approved budget.
- Prudent management and achievement of adopted budgeted funds and project and strategic outcomes in agreement with the Director Infrastructure Services.
- Oversee and report on financial and costing reporting as required as part of the budgetary process.

**Organisational:**

- To develop and review policies and procedures.
- To review and update or implement system improvements
- Ensure reporting activities are provided to the Council and the Executive.
- Oversee and report on financial and costing reporting as required as part of the budgetary process.
- To contribute to the efficient and effective delivery of Council services.

**Organisational Relationship/Context**

Reports to:	Chief Executive Officer
Supervises:	Senior Safety & People Officer People & Culture Advisor People & Culture Officer
Internal Contacts:	CEO and Directors Management Coordination Group and Supervisors Committees and Working Group Members All employees
External Contacts:	Western Australian Local Government Association Local Government Managers Association Unions and other Representative Bodies/Agencies Local Government Insurances Services Other Councils Contractors and Suppliers Councillors
Performance Review:	Probation period – first six months of employment Performance Appraisal conducted annually

## Key Selection Criteria

### **Essential:**

- Formal Qualification in HR or other related field
- At least five years experience in a Senior Human Resources role or related function is essential, including demonstrated experience in leading team in a service driven environment.
- Advanced and demonstrated knowledge of contemporary Human Resource, Employee Relations, and Industrial Management practices.
- Demonstrated experience in workplace conflict resolution
- Demonstrated ability and success in developing and managing strategies that translate into best practice outcomes that support a positive workplace culture.
- Proven financial planning & budget management experience.

### **Desirable:**

- Experience in Local Government
- Experience/qualification in the following areas would be highly regarded:
  - Cert IV in Training
  - Leadership & Change Management
  - Budget & Financial Planning
  - Enterprise Agreement Negotiations
  - Implementation of new systems