



## POSITION DESCRIPTION

### Manager People and Safety

#### POSITION DETAILS

<b>Position No.</b>	000381	<b>Directorate</b>	Business Services
<b>Employment Status</b>	Ongoing full time	<b>Location</b>	Civic Centre, Kingston

#### POSITION OBJECTIVES

The Manager People and Safety is responsible for:

- Providing direction, leadership, policy development and guidance in the overall planning, execution and control of Council's organisational and employee development, strategies and programs including human resource matters, employee relations, industrial relations, recruitment and selection, performance management, training and development, workplace consultation, and work health and safety.
- Designing, developing, implementing, and monitoring suitable People and Safety frameworks, incorporating appropriate strategies, programs, methodologies, and workforce plans.
- Developing a proactive people engagement leadership style across the organisation to achieve high level workplace performance and success and positively impact the career development of Council's workforce.
- Providing workforce relations/industrial relations advice to the management team on a broad range of issues, including interpretation and implementation of awards, agreements and legislative requirements and performance management matters.
- Driving continuous improvement and ensuring accountability and adherence of staff to corporate values and behaviours.
- Monitoring and implementing the Child and Youth Safe Organisations Framework across Council, including policy development, compliance, developing and facilitating training modules, and acting in the role of a Child Safety Officer across Council entities.

## **KEY FUNCTIONS AND RESPONSIBILITIES**

### **Workforce Planning and Policy Development**

- Develop and implement human resource policies and programs which reflect the organisation's needs and objectives, comply with legislation and provide clear and consistent direction for the organisation on general people and safety matters.
- Provide advice to the management and executive teams on operational issues affecting workforce planning, including staffing statistics, trends, and options for employment arrangements.
- Prepare and implement the Workforce Plan which is aimed at meeting future organisational needs and development.
- Organise and deliver cultural change initiatives including staff surveys and other workforce consultative processes.

### **Workforce Relations/Industrial Relations**

- Ensure professional advice is provided to the management and executive teams in relation to negotiations with unions and employees on a range of industrial issues, including Industrial Agreements, enterprise bargaining, issue resolution, disputes, and other workplace matters.
- Act as lead negotiator representing the organisation in the development of workplace Enterprise Agreements and other industrial instruments.
- Provide reliable and high-level technical advice to managers, the Payroll Unit and employees on human resource matters including workplace entitlements, general award and employment conditions, employee grievances and dispute resolution.
- Facilitate the effective operation of Council's employee consultative mechanisms including the Joint Consultative Committee and WHS Committee as effective avenues for workplace consultation on employment, safety and workplace matters.

### **Human Resources Services (recruitment, performance management and training)**

- Develop consistent recruitment and selection policies and practices within the organisation, including the coordination of and participation in interview panels, development of position descriptions, delivery of onboarding programs and preparation of employment contracts.
- Manage the implementation of an effective performance and salary review programs and support managers to complete reviews, as required.
- Provide advice and support to managers and supervisors in undertaking performance management in a manner which is fair, consistent with policy and effective in addressing issues.

- Monitor training and development needs across the workforce, ensuring mandatory compliance training obligations are met and that training programs support the business direction.
- Provide regular reports to the management and executive teams and Council on organisational performance and human resource performance indicators.

### **Work Health and Safety**

- Manage the delivery of effective, efficient and responsive work health and safety management systems, strategies, policies and reporting systems across the organisation.
- Coordinate various workplace support services and initiatives including the training of workplace support/contact officers and Health and Safety Representatives, the operations of the WHS Committee, general health and wellbeing initiatives and contracted EAP services.
- Drive a positive culture of workplace health and safety across all levels of the organisation.
- Monitor the changing cultural environment of the organisation and its potential to impact upon the psychological health of its people, their performance and productivity.
- Implement a robust framework to support the psychosocial safety of staff, including conducting bi-annual psychosocial surveys across Council entities.
- Ensure an effective and confidential employee assistance program is operative and can provide general feedback to management on various related issues and problems experienced in the workplace.
- Manage Council's workers compensation and return to work programs.
- Act as Council's Return to Work Coordinator in accordance with Section 143D of the *Workers Rehabilitation and Compensation Act 1988 (Tas)*.

### **Team Leadership**

- Plan, develop and deliver annual Unit goals and objectives that align with organisational goals and objectives.
- Manage, lead, grow and develop the employees within the People and Safety Unit and ensure expectations are clearly communicated, and feedback provided on performance.
- Ensure there is a strong focus on teamwork and adherence to Council's values and expectations.
- Develop and manage the annual Unit budget ensuring resources are managed appropriately and any delegations are appropriately adhered to.
- Ensure that all corporate and statutory advertising is coordinated for lodgement.
- Undertake any other duties within the context of the role.

**Authority and accountability:** Employees in this role make determinative decisions and are accountable under delegated authority. The position is responsible for leading the direction of the People and Safety Unit and leading policy development and implementation.

**Judgment and problem solving:** Employees in this role are responsible for the resolution of problems which require highly analytical reasoning and integration of wide-ranging and complex information. A high level of independence is required in determining direction and approach to issues.

## **ORGANISATIONAL RELATIONSHIPS**

### **Reporting Relationships**

1. **Internal** – The position is a member of the Management team and works collaboratively with the Executive team. The position is responsible for managing the relationship between the Unit and other key internal stakeholders and Directorates.
2. **External** – The position is responsible for developing effective relationships with HR consultants, legal and HR advisors, industry and local government professionals, training providers, Government agencies, unions and applicants for employment.
3. **Direct Reports** - This position reports directly to the Director – People & Finance within the Business Services Directorate. The position directly supervises the WHS Advisor, Senior HR Officer, HR Officer, and Administration Officer.

## **SKILLS, KNOWLEDGE AND EXPERIENCE**

1. Relevant tertiary qualifications in human resources (or a related field) and/or demonstrated extensive experience in a senior human resources management position.
2. The ability to effectively lead a team in the delivery of human resource and safety programs throughout an organisation.
3. A comprehensive understanding of and ability to implement contemporary people and safety principles and practices including industrial relations, performance management, workforce planning, work health and safety, training and development and recruitment and selection practices.
4. Sound knowledge and understanding of workforce planning, strategies, and concepts, including organisational culture, policy implementation and change processes.
5. Strong organisational skills, with a focus on the implementation of business and systems improvement and service delivery.
6. Well-developed analytical skills with the ability to prepare and present reports, policies, and strategies on human resource and safety matters.
7. Demonstrated experience in driving a culture of safety within an organisation.
8. Advanced interpersonal, negotiating and conflict resolution skills, including the ability to effectively communicate with a wide range of stakeholders.
9. The ability to demonstrate the expected leadership capabilities as set out in the Kingborough Council Leadership framework, described below.

## Licences



1. A current driver's licence.
2. A national police check.
3. A Working with Vulnerable People Registration.



## Desirable

1. Previous experience working in the government sector at a senior HR level.

## LEADERSHIP COMPETENCIES

The following leadership competency profile applies to all senior leadership positions in Council. Senior leaders are expected to be a positive role model and to demonstrate a commitment to Council's leadership competencies, behaviours and values.

Capability Group	Descriptor
 <b>Lead and Manage People</b>	<b><i>Engage and motivate staff, develop capability and potential in others by:</i></b> <ul style="list-style-type: none"><li>• Building an environment of trust and resilience and being dependable as a leader;</li><li>• Clearly defining roles and responsibilities;</li><li>• Knowing each team member's strengths, weaknesses, goals and concerns and helping our people to be the best they can be;</li><li>• Having difficult conversations regarding poor or ineffective performance;</li><li>• Sharing expectations with your team and managing expectations around organisation and team needs; and</li><li>• Being self-aware of the impact our words and our behaviour has on others.</li></ul>
 <b>Inspire and Recognise</b>	<b><i>Communicate organisational vision, purpose, goals and priorities and recognise achievements by:</i></b> <ul style="list-style-type: none"><li>• Explaining the organisation's vision and purpose and how the team's work relates to this;</li><li>• Role modelling the values and behaviours we want to see in our people;</li><li>• Keeping the team informed with organisational policies, processes, procedures and decisions;</li><li>• Valuing diversity, that we are all different and that we all bring something different to the team;</li><li>• Broadening our team's horizons to see how others do things;</li><li>• Facilitating opportunities to recognise and reward the team and individual efforts and performance; and</li><li>• Encouraging the team to be accountable and own up to mistakes, share,</li></ul>

	reflect and learn from them.
 <p><b>Optimise Workforce Contribution</b></p>	<p><b><i>Recruit and deploy people effectively and apply sound workforce planning principles by:</i></b></p> <ul style="list-style-type: none"> <li>• Recognising the risks that exist and engaging with our people to put effective controls in place;</li> <li>• Understanding and articulating community needs and expectations to the team;</li> <li>• Leading and implementing change effectively;</li> <li>• Reviewing and improving our processes to ensure they enable us to do our work efficiently and effectively;</li> <li>• Allocating work tasks appropriately to make the best use of the skills and strengths in the team; and</li> <li>• Ensuring team members make effective and efficient use of their time.</li> </ul>
 <p><b>Effectively Communicate and Engage</b></p>	<p><b><i>Initiate, support and champion communication and assist others to engage using effective communication methods by:</i></b></p> <ul style="list-style-type: none"> <li>• Facilitating two-way communication and providing timely feedback to staff on their ideas, questions and concerns;</li> <li>• Tailoring messages to suit the needs of a range of different audiences so that they listen, understand and buy in;</li> <li>• Collaborating with others to understand what each of us need to do to provide agreed services to our customers and other stakeholders;</li> <li>• Using critical and reflective thinking and questioning to facilitate problem solving, learning and improvement; and</li> <li>• Facilitating the development of effective relationships to improve the way we work together.</li> </ul>