

## POSITION DESCRIPTION

POSITION TITLE	Manager People & Culture
DIRECTORATE - SECTION	Office of the Chief Executive Officer
LEVEL - EBA	Negotiated Contract
RESPONSIBLE TO	Chief Executive Officer

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

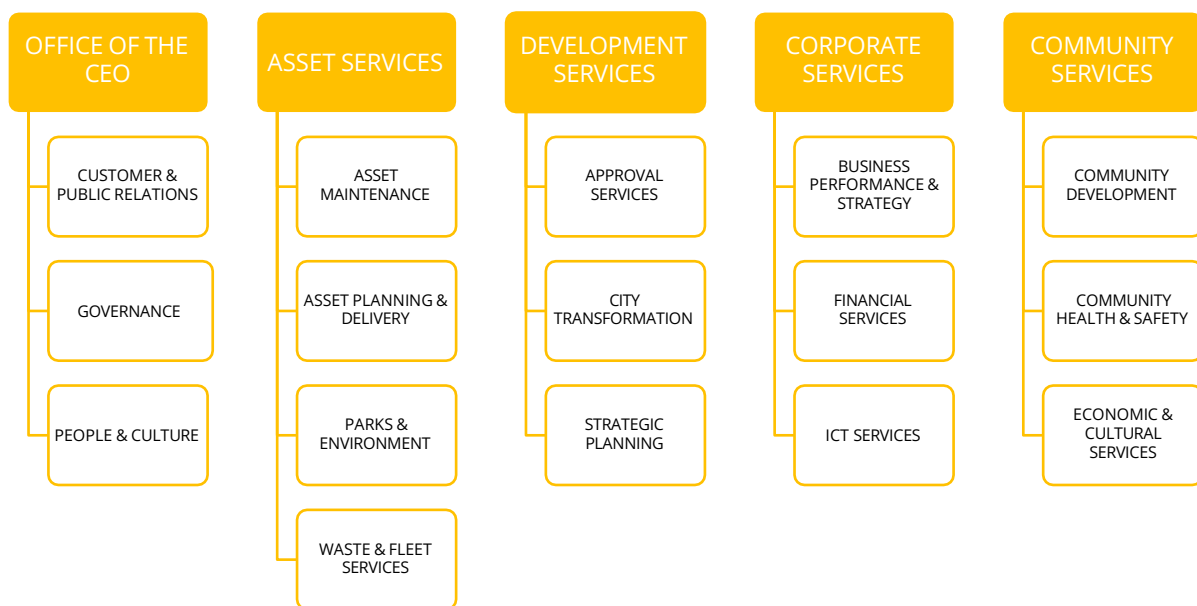
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

Creating and maintaining a high-performance work culture through the development of People strategies and the City's Workforce Management Plan. Manages the human resources, employee relations, organisational development and work health & safety functions for the City. Advising the CEO, Executive and Management teams on strategic and operational HR matters. Supporting and leading the People Services team to deliver superior HR operational services.

## KEY RESULT AREAS

### STRATEGIC AND OPERATIONAL MANAGEMENT

- Build and manage the delivery of the City's People & WHS Strategies.
- Ensures City's Workforce Plan is updated annually and fully revised every four years to ensure compliance with integrated planning regulations.
- Ensures Corporate and Operational business plans are prepared, implemented and reported upon annually and appropriately linked to relevant objectives within the City's Strategic Community Plan and Strategic Business Plan.
- Manages Employee Relations including the negotiation of IRC Agreements, union relations and representation at the Industrial Relations Commission
- Provides advice and recommendations on remuneration and benefits
- Marketing of the organisation to attract and retain talent
- Manages the delivery of the City's Work Health & Safety Management Plan KPIs and oversees the operation of the City's Safety Management System.
- Coaches and advises Directors and Managers on the management of employee performance, disputes, grievances and legislative compliance.
- Manages operational service delivery to ensure it is cost effective, efficient and meets business needs.
- Manages implementation of the City's Human Resources Information System and associated procedures and workflows relating to the implementation of our ERP.
- Ensures compliance with relevant legislation and City policies and procedures.

### LEADERSHIP

- Leads the People Services & WHS business unit setting direction and facilitating a culture of high performance.
- Develops capacity and capability of the People & Culture and the WHS team

### SUPPORTING COUNCIL AND THE CEO

- Supports the CEO to prepare and present agenda papers to Council that relate to the City's management of labour, WHS, key performance indicators and performance management.

### CUSTOMERS AND STAKEHOLDERS

- Fosters a culture of innovation and continuous improvement.
- Ensures consistently high standards of customer service is delivered internally and externally.
- Fosters and maintains strategic partnerships and networks, particularly regarding human resources, employee relations, organisational development and safety.

## **WORKPLACE HEALTH AND SAFETY**

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

## **WORKPLACE COMPETENCY**

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

## **TRAINING/QUALIFICATION(S)**

- A tertiary qualification in Human Resources Management or Industrial Relations discipline with possession of, or progress towards, a Post Graduate qualification in Management is desirable

## **ESSENTIAL KNOWLEDGE/SKILLS CRITERIA**

- Proven senior HR leadership experience in a public sector or community service environment, with a working knowledge of industrial relations / employee relations management in this type of environment.
- Coaching experience at executive and management level.
- Demonstrated experience in managing values-based cultural change.
- Effective project management and analytical skills.
- Experience in developing and implementing HR systems, processes and policies.
- Strong interpersonal skills with the ability coach leaders and mediate internal disputes.
- Experience in the development and implementation of HR systems, processes and policies.

## **DESIRABLE KNOWLEDGE/SKILLS CRITERIA**

- Experience negotiating industrial relations agreements
- Implementation of HRIS

## **SELECTION CRITERIA**

- Extensive experience in managing a human resource function for a large and complex organisation, including dealing with integrity/disciplinary matters, change management, industrial relations with multiple unions and work health and safety.
- Knowledge and experience in the delivery of human resources as a strategic business partner (including workforce planning, reporting and human resource development).
- Leadership ability to lead a team of dedicated HR practitioners and to effectively build partnerships with key stakeholders internal and external to the City.

## PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: People & Culture

DATE PD REVIEWED/APPROVED: 20 March 2025

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