

<b>Position Title</b>	Manager People and Culture
<b>Position Number(s)</b>	1004
<b>Classification</b>	Senior Leadership Team / Package
<b>People Leader</b>	Chief Executive Officer
<b>Department</b>	CEO
<b>Division</b>	People and Culture
<b>Key Relationships</b>	<p>Internal - Chief Executive Officer, General Managers, Senior Leadership Team, Leadership Team, Staff &amp; Elected Members.</p> <p>External - Local Government Association (LGA), LGA Workers Compensation Scheme, Registered Employee Associations, Employer Groups, Industry Associations, Professional Associations, Consultants, Industrial Relations Commission (State &amp; Federal), Government Authorities, Cross Council collaboration partners</p>

## WE LIVE OUR VALUES

### Respect

Treating everyone as we want to be treated, where all contributions are valued

### Integrity

Fostering trust and honesty in all of our interactions

### Achievement

Enhancing our knowledge and performance to reach our shared goals, while being dedicated to supporting one another

### Innovation

Encouraging new ideas, and learning from our experience to do things better

## Our Purpose

To improve our residents' quality of life; continuously, smartly and efficiently.

Six themes in our Community Vision represent the shared value and aspirations that will guide how our city develops – liveable, valuing nature, engaged, prosperous, innovative and connected.

## City of Marion Values

Our values are critical to us as they help drive behaviours that will enable us to achieve the Council's vision.

With the community and safety at the forefront of everything we do, Marion values:

**Respect, Integrity, Achievement, Innovation**

## OUR COMMUNITY VISION



## **Purpose**

The Manager People and Culture will provide outstanding leadership in a multifaceted Department.

The primary objective of this position is to lead and direct your team contributing to the initiation, development and implementation of the organisation's strategic direction and to work towards a long term community vision.

You will be an influential front-runner working in collaboration with the organisation to meet key requirements and providing high-level advice to the Chief Executive Officer and senior leadership team. You will effectively lead the People and Culture team in providing excellent internal services and contributing to creating a high performing, service orientated values and results focused organisation.

Influential communication skills and an ability to maintain solid relationships with internal and external stakeholders are vital in this role.

As a leader of the organisation, you will have the customer, community and safety at the forefront of all you do, to provide the highest level of service both externally and internally.

## **Key Outcomes**

- Significant contribution to the initiation, development and implementation of the organisation's strategic direction by providing high level thinking and advice to the CEO, Executive Leadership Team, Senior Leadership Team and Council. Support the development of key strategies, policies and budgets aimed at improving the organisation's culture and performance and providing industrial protection to the organisation.
- Influence and coach others by modeling high performance and alignment with cultural values, ethics and vision that supports the attainment of the organisation's strategic vision.
- Support Council and the CEO in the provision of advice regarding the organisation's culture and performance associated with the conduct of employees.
- Attend and contribute to executive leadership team meetings and decision making.
- Support as the corporate manager, Council and the CEO in the activities of the Review and Selection Committee, including the performance and remuneration review and recruitment of the CEO.
- Provide leadership across the organisation on employment lifecycle and talent management by improving and sustaining attraction, recruitment and, on-boarding,
- Facilitate a highly effective employee performance and development review process that has regard to the organisation's values, increases performance and effectively addresses underperformance and behavior.
- Provide coaching and training to managers and supervisors to support them in having robust and caring conversations to improve performance and decrease risk.
- Further employee performance to ensure Council achieves operational and strategic objectives and vision by developing and implementing training and engagement skill development programs
- Ensure the scope of employment legislation, code of conduct, employee relations awards and industrial relations are complied with throughout the organisation to decrease risk.
- Manage and represent Council on all industrial relations functions including leading EBA negotiations to ensure the organisation is operating effectively within legislation and values frameworks.
- Manage the department's budget including the organisation's People & Culture, learning and development, volunteer management and social & cultural budget.
- Manage the volunteer management program to ensure a best practice model is embraced and delivered

- Strategic leadership in the development and implementation of the key social and cultural plans including the Reconciliation Action Plan and the Disability Access and Inclusion Plan.
- Strategic leadership in the integration of public health planning with City of Marion's strategic plan and associated monitoring and reporting
- Foster and lead a team culture focused on collaboration, communication, innovation and excellence with all stakeholders to contribute to operational and strategic results
- Promote and deliver strong customer service to external clients and internal departments.
- Initiate and deliver People and Culture projects and unit programs.
- Be an innovative and dynamic leader.
- Liaise and maintain strong relationships, and influence policy development and services with strategic partners and external organisations.
- Undertake Human Resource activities associated with workforce planning, recruitment, learning and development and individual performance development reviews with team members.
- Prepare and coordinate reports, information for briefings and business cases.
- Lead, create, enhance and implement change management strategies and plans that maximise employee understanding, adoption and usage. Build acceptance amongst employees for change and minimise risks of adverse behaviour / resistance.
- Ensure the management of operational risk and implement risk management processes within the business unit.
- Ensure all Work, Health and Safety legislation and regulation obligations are met by modelling and promoting "Think Safe Live Well" philosophy for all staff, members of the public, Elected Members.
- Comply with the requirements set out by the Return to Work Act 2014 (the Act) and the Local Government Association Workers Compensation Scheme (LGAWCS), and
- Comply with CoM's Return to Work Procedure
- Undertake activities associated with Return to Work practices.
- Explore and drive opportunities for cross Council collaboration
- Embrace ethical and moral behavior and report any suspected instances of fraud and/or corruption in accordance with Fraud and Corruption Management and the Code of Conduct.
- All other accountabilities as required.

### **Person Specification**

#### **Essential Requirements**

- Australian residency.
- Advanced communication skills both written and verbal.

#### **Qualifications**

- Degree or post-graduate studies in human resource, industrial relations, business management and/or related fields (or equivalent experience) supported with a minimum of strategic five years' human resources experience.

### **Leadership Capabilities**

- Collaborative Relationships.
- Empower staff.
- Resilience.
- Responsiveness in decision making.
- Communicate with Influence and Authenticity.
- Self-awareness.
- Agility.
- Vision and Strategic Thinking.

### **Skills, Knowledge and Experience**

- High level of knowledge and advanced experience in Human Resources management advisory services within a medium to large and diverse organisation.
- Knowledge of Industrial Relations
- Willingness and ability to coach and foster a positive high performing team, committed to learning and developing and confidentiality with skills to deliver excellent quality advice and service.
- Initiate and lead change to business operations and strategy implementation.
- Effectively manage employees through continuous support and performance improvement.
- High level of customer service delivery and stakeholder management skills.
- Comprehensive knowledge in management of strategic programs to achieve desired outcomes.
- Demonstrated understanding of financial principles to manage budget requirements.
- Effective time management skills and flexible to changing priorities/ environments.
- Ability to delegate work and provide positive direction to staff.
- Experience with Project Management and ability to meet deadlines.
- Sound report writing skills and ability to summarise outcomes.
- Ability to communicate powerfully and persuasively, to engage diverse stakeholders and achieve trust, engagement and desired outcomes.
- Understanding of contemporary organisational development and change management theory with significant experience in initiating and implementing successful cultural and change management programs.
- Working knowledge of all aspects of employment legislation, including industrial relations, work health and safety and equity and diversity issues.
- Sound management capability with ability to plan operationally and strategically to improve and develop organisational capacity and performance.
- Self-confident and caring with a high level of emotional intelligence with the willingness to be assertive by questioning and challenging in the best interest of the organisation and its stakeholders.
- Desire to contribute to the values, vision and future success of the City of Marion.
- Facilitation, training and development skills – both small and large groups.

**Personal Attributes**

- Role model the City of Marion Values and leadership capabilities
- Innovative & Dynamic Leader
- Positive and responsive to job requirements.
- Ability to relate to others at all levels
- A proven capacity to influence effective change

**Desired Requirements**

**Skills, Knowledge and Experience**

- Understanding of operational systems in Human Resources
- Strong analytical, conceptual and decision making skills.
- Working knowledge of advocacy before administrative tribunals.
- Proven knowledge of employment law.
- Experience of local government functions, roles and processes.
- Practical experience in counseling and coaching employees.

**Special Conditions**

- Out of hours work including weekend and evenings will be required.
- Attendance at Council meetings (after hours) may be required.
- Current Driver’s Licence.

**Position Description Confirmation and Acknowledgement**

**New Employee Acknowledgement**

By signing the ‘City of Marion Employment Acceptance Statement’ in your Letter of Offer, you are agreeing to the Position Description attached to your Offer.

<b>Employee Name:</b>	<b>Signature</b>	<b>Date</b>
<b>Leader Name:</b>	<b>Signature</b>	<b>Date</b>
<b>P&amp;C Name:</b>	<b>Signature</b>	<b>Date</b>