

POSITION DESCRIPTION

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| POSITION: | Executive Manager People and Culture |
| POSITION NUMBER: | |
| CLASSIFICATION: | Senior Officer |
| AGREEMENT: | Ballarat City Council Enterprise Agreement No. 7 2016 |
| DIVISION: | CEO Unit |
| MANAGER: | Chief Executive Officer |
| DATE UPDATED: | July 2020 |

EMPLOYEE POSITION DECLARATION

I have read and understand the requirements and expectations of this Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

NAME OF INCUMBENT: Employee Name

SIGNED: _____

DATED: _____

1. ORGANISATIONAL CONTEXT

The City of Ballarat has a workforce of approximately 1100 staff and provides a diverse range of services to the citizens of Ballarat.

The Policy and Innovation unit of Council is responsible for policy and strategic activities of the organisation which includes lobbying and advocacy, policy development and review as well as corporate reporting, marketing and communications and people and performance.

The unit also facilitates business unit transformation, business unit review, innovation activities, digital transformation and organisation development.

Incorporated into the unit is the operation and management of the office of the Mayor and the CEO as well as the administration of the City of Ballarat Public Town Hall.

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From a Health and Safety perspective the City of Ballarat requires employees to:

- Follow City of Ballarat policies and procedures.
- Report hazards and other unsafe practices.
- Report injuries as soon as possible to your Manager/Supervisor.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

The Policy and Innovation values are based around the organisation's values of Leadership, Loyalty, Excellence and Outcomes:

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|  <p>LEADERSHIP</p> <ul style="list-style-type: none"> • Positive and Energetic • Line of sight • Accountable |  <p>OUTCOMES</p> <ul style="list-style-type: none"> • Driven to deliver • Finds solutions • High performing • Disciplined |
|  <p>LOYALTY</p> <ul style="list-style-type: none"> • To each other and the team • To our purpose • Act with integrity and trust |  <p>EXCELLENCE</p> <ul style="list-style-type: none"> • Clever and intelligent • Best quality advice • Creative |

2. POSITION OBJECTIVES

Facilitate the achievement of Council's corporate objectives by developing and coordinating organisational development, payroll management, OHS and human resource strategies for the Ballarat City Council.

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3. KEY RESPONSIBLE AREAS

- Develop an adaptable and progressive workforce.
- Lead an exceptional, customer focused and employee centric human resources and organisational development team providing advice, service, training and support.
- Develop the capacity of people managers across the business through a business partner model.
- Lead best practice workforce planning, talent acquisition and retention, performance development, training and organisational cultural improvement initiatives.
- In collaboration with the CEO, facilitate the resolution of industrial relations issues including Enterprise Agreement interpretation and work conditions disputes
- Develop, implement and maintain a range of best practice, customer focused human resource and organisational development policies and procedures which satisfy legal requirements, are congruent with the organisation's values, and support a positive, inclusive and efficient workplace culture.
- Participate as a team member and provide expert advice in the negotiation of Enterprise Agreements and relevant industrial instruments.
- Ensure the services, and operational and management systems provided by People and Culture are continuously improved, effective and efficient and delivered within budget.
- Develop and administer the Employee Assistance Program and ensure employees are aware of Occupational Health and Safety legislation, information and systems and policies.
- Develop and maintain positive working relationships with key internal and external stakeholders including the executive leadership and management teams, union representatives and their delegates, peak associations and bodies, Council's legal representatives and employment and training groups.
- Develop, implement and maintain corporate Equal Opportunity policies that will maintain a discrimination free workplace, including the interpretation of statistical information and the carrying out of effectiveness evaluations.
- Investigate formal complaints of discrimination and make recommendations to the Chief Executive Officer on appropriate action.
- Develop and implement People and Culture strategic and annual business plans.

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4. ORGANISATIONAL RELATIONSHIPS

| | |
|--------------------|---|
| Reports to: | Chief Executive Officer |
| Supervises: | People and Culture team including payroll, workplace relations, safety/OHS, organisational development |
| Internal Liaisons: | All staff Mayor and Councillors |
| External Liaisons: | Human Resource consultants and contractors Employer associations Employment and training groups Union officials General public and community members Service Providers Legal bodies and companies |

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

Accountable to CEO for the leadership and management of day to day activities of People and Culture

Responsible for the development and quality of the People and Culture Team and for ensuring that people managers and employees have a clear understanding of all People and Culture services, policies and programs and that practices are consistent with policy requirements.

Accountable for the management of the People and Culture budget and approve financial transactions within delegation and procurement policies, and acting within Council policies and budget constraints.

Designated as Council's Equal Opportunity Contact Officer.

Decisions and actions taken may have a substantial and lasting effect on the organisation, and on the perception by the community. General development, analysis and interpretation of policies relating to the organisation broadly, dealing with issues likely to be complex and of major significance.

Whilst this position is ultimately responsible for the performance of the People and Culture team, and it plays a key leadership role in corporate culture, organisational values and accountabilities. The incumbent is expected to apply initiative and innovative thinking to achieve organisational objectives, as well as lead, develop and direct long-term strategic direction for People and Culture matters.

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6. JUDGEMENT AND DECISION MAKING

Identify and develop human resources strategies and policies that are responsive to the needs of the organisation for consideration by the CEO and Executive Leadership Team.

Provide advice, direction and implement human resources strategies, awards, policies and procedures.

Maintain high level of security and confidentiality of all Council and employee information appropriately.

This position involves problem solving of the highest order involving complexity and challenge, effective strategic planning and direction setting, plus the identification and development options and resolutions often in matters involving conflict and high emotion.

The incumbent must be an optimal strategic thinker in addition to demonstrating sound judgement in a diverse range of difficult situations. Effective judgement is critical in making decisions that may have broad political, legal and social consequences.

7. SPECIALIST SKILLS AND KNOWLEDGE

Extensive knowledge of and the capacity to interpret and apply relevant human resource legislation, employment law and contracts, enterprise agreements, industrial instruments and awards.

Extensive knowledge of best practice human resource and organisational development philosophy, strategies and their application.

Knowledge and experience in learning and development strategies, change management and their effective application in the organisation.

Sound knowledge of OHS, risk management and WorkCover strategies and practices.

Sound understanding of payroll management and the application of awards and industrial instruments to run an effective and efficient process.

Analytical skills to enable the formulation of policy, strategy, analysis and development of process improvements from within a broad organisation wide framework.

A sound understanding of the long-term goals of the wider organisation, its values and aspirations, and the legal and political context in which it operates, and how the decisions and direction taken impacts.

Knowledge and familiarity with budgeting and relevant accounting and financial procedures to manage budgets, under department including forecasting and management of financial operations with competency.

8. MANAGEMENT SKILLS

Advanced human resource management and organisational development skills, including a collaborative, developmental and performance management skill set in leading an extensive multi-disciplinary team, including highly experienced, specialist and professional staff.

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Able to ensure the development and implementation of effective performance and development management systems, OHS, EO and other relevant human resources policies for the organisation.

Positive and effective team management using collaborative and consultative management, and support and assist the CEO in the effective management and development of executive leaders and manager in the achievement of corporate goals.

Senior management skills to effectively and efficiently achieve organisational goals and objectives, in a sustainable and cost-effective way whilst delivering service excellence, taking advantage of opportunities for innovation and continuous improvement, yet whilst able to minimise

9. INTERPERSONAL SKILLS

Ability to:

- Lead and influence organisation-wide change;
- Persuade and negotiate with unions, management, consultants and employees, as well as gain agreement and cooperation;
- Communicate with stakeholders on a range of complex issues and problems, with legal and risk implications;
- Lead and develop support for the organisation's cultural change agenda;
- Counsel and support employees on work related matters, referring to appropriate services where needed;
- Negotiate and liaise with stakeholders to resolve complex interpersonal and industrial relations issues, with significant ramifications.

High level of written and excellent verbal communications skills to advocate, persuade and negotiate at forums, tribunals or represent council in negotiations at commissions (Fair Work, Equal Opportunity, Human Rights).

High level and successful people management skills, including the capacity to coach, mentor, develop and manage employees effectively and broadly across the organization, whilst supporting management.

10. QUALIFICATIONS AND EXPERIENCE

Tertiary qualification in organisational development or change, industrial relations, human resources management or related discipline. Post graduate qualifications in employment law or management are preferable.

Substantial human resource experience at senior managerial level in large, complex organisation, with experience in portfolio of payroll, OHS as well as managing complex industrial matters including negotiating enterprise agreements and other industrial instruments.

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11. KEY SELECTION CRITERIA

- Tertiary qualification in organisational development or change, industrial relations, human resources management or related discipline, along with post graduate qualifications in employment law or management, along with experience in a similar role.
- Substantial and diverse experience at senior managerial level in large and complex organisations with experience in portfolios including OD, payroll, recruitment, OHS and industrial and workplace relations.
- Substantial experience in managing and negotiating complex matters industrial matter matters including negotiating enterprise agreements and other industrial instruments, collaboratively with a team of human resource management professionals.
- Experience in developing, implementing and leading change in a human resource or organisational development setting.
- Demonstrated pattern of strong positive and collaborative leadership, including being a strong champion of positive and engaging behaviours and organisational values.
- Proven positive employee management and development skills, with experience in managing a multidisciplinary workforce constructively, ensuring the sustainability of the workforce by strategic and practical frameworks eg emergency, succession planning, performance and development management etc.

APPLICATION PROCESS AND CONDITIONS:

Applications close on Sunday 23 August 2020 at 4 pm.

Please ensure that you follow the process for submitting an application, as failure to do so may result in it not being considered. Applicants should apply to **Applications@salcorp-hr.com.au** and any telephone contact can be made to **Christine Mileham**, Recruitment Consultant (Sal Corp Pty Ltd) on **0409 380 385**.

Please note: Only electronic applications to **Applications@salcorp-hr.com.au** will be accepted.

A. All applicants are requested to include the following details in their application:

1. A covering letter which states the position you are applying for and why you are interested in the role;
2. A current resume which includes personal details, educational achievements, experience and at least 2 referees;
3. Brief examples that address the Key Selection Criteria (KSC) as stated in the position description (applications that do not address the KSC may not be considered).

B. Applicants must be either permanent residents of Australia or supply evidence that they have the right to work in Australia e.g. NZ Passport.

C. Applicants should be prepared to attend a personal interview/s at their own cost. Additionally, applicants may be asked to undertake skills testing, cognitive ability, work sample, aptitude or psychometric tests.

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D. The personal information you have provided will be used to assess your applications for employment. You have been requested to provide this information to enable the organisation to compare your application to others, and verify statements made. In submitting an application for this position, you are giving your consent for the organisation to use the information in assessing the application for this position. Relevant parts may be disclosed to persons or organisations you have identified as current or former employers, referees or others who may be able to assist Council in assessing your application. However, formal reference checking as part of the final selection process will not commence without your knowledge. Information provided may also be disclosed to authorities such as immigration, licensing, educational or other organisations where you have made a statement or indicated a qualification, license or endorsement that may need verification.

E. Prior to commencement the successful applicant will be required to provide original copies of all qualifications, endorsements or licenses (or satisfactory proof of such), and a copy of all such qualifications etc. shall be made and kept on the employee's file.

F. As part of the selection process, the recommended applicant(s) may be required to undertake a pre-employment police, security and/or a medical examination with a doctor appointed by the organisation to determine their suitability and ability to carry out the inherent requirements of the position.

***Note:** Failure to disclose the information required or making false or misleading disclosures, may disqualify you from any Workers' compensation entitlements (section 82 Accident Compensation Act) or may breach the employment contract.*

G. Canvassing Councillors - either directly or indirectly - for employment will disqualify prospective applicants for positions with Council.

H. Please contact **Christine Mileham** on **0409 380 385** if you have any questions.

