

Upper Lachlan Shire Council



Position	Manager Human Resources
Reports to	Director of Finance and Administration
Group	Finance and Administration
Band/Level	3/3
Grade	17
Date revised	May 2021

Primary Purpose

Support Manex in the strategic management of Council by implementing strategies, plans and programs that contribute to the achievement of the Operational Plan and Delivery Program and support management and lead and manage the workforce by providing human resources and work health safety and environment information, guidance and support that promotes contribution, performance and service delivery.

Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

Portfolio

Recruitment and Selection	Training and Development
Industrial Relations	Performance Review Management
Employee Relations	Work Health Safety and Environment (WHS&E)
Injury and Return to Work Management	Workers Compensation
Remuneration and Payroll Services	

Accountabilities

- Deliver the services and/or functions of the business unit portfolios according to legislation, adopted strategies and plans to meet community needs and organisational priorities.
- Translate the principal activities of the Delivery Program, Operational Plan and Resourcing Strategy into plans, programs and projects to achieve identified key performance indicators (KPIs).
- Manage, support, develop and guide the work and performance of staff reporting directly to this role and through them the staff of the business unit, to enhance service quality, accessibility and responsiveness within legislation, adopted strategies and plans to meet community and organisational needs.
- Deliver workplace management advice and provide systems and processes that contribute to efficient and effective workforce leadership, human resource management, risk management and employee engagement initiatives that contribute to the achievement of the principal activities of the Delivery Program.

- Implement and promote systems to address statutory compliance, risk management and other obligations to maintain employee and stakeholder trust and confidence in Council.
- Establish and maintain organisation communication systems for the information distribution, consultation, engagement and feedback.
- Establish and maintain constructive, trust-based relationships with key stakeholders, including but not limited to management, unions, government agencies, industry and professional associations.
- Develop and regularly update Council's organisational structure and report on establishment.
- Provide accurate, timely, professional guidance and advice to the Manex Team as required, with respect to matters likely to affect the delivery of the portfolio services and functions.
- Provide and manage resources (time, finances, assets, people) efficiently and effectively to enable the delivery of the principal activities of the Delivery Program, Operational Plan and Workforce Management Strategy in relation to the portfolio.
- Ensure the establishment and maintenance of compliant systems for the management of employment records and that records are available for review at all times and readily accessible for decision-making or other reporting requirements.
- Undertake research and analysis and prepare reports, plans, briefs and strategies as input into decision-making and action.
- Promote, model and reinforce cross-functional collaboration through information sharing and knowledge transfer.
- Model and reinforce an agile, solutions-focused, accountable and collaborative culture that facilitates workforce engagement and performance.
- Hold employees accountable for their WHS responsibility to maintain a safe workplace.

The employee is required to undertake any other duties, projects or tasks as directed by the Director Finance and Administration, which are within his/her skills, competence and training.

Key relationships

Internal	External
Manex Team	Local Government Bodies and Professional Associations
Management Team	Government Agencies and Authorities
Human Resources and WHS&E Team	Unions represented in the workplace
Consultative Committee and Work Health Safety Committee	Business and Community Leaders, contractors/suppliers

Essential Criteria

1. Degree in Human Resources, Industrial Relations, Business Management or equivalent tertiary qualification with demonstrated contemporary experience in a similar role, coupled with ongoing professional development to support contemporary knowledge.
2. Demonstrated contemporary managerial-level experience in employment legislation, industrial awards and the delivery of WHS&E and Human Resources services.
3. Established ability to work constructively, collaboratively and cooperatively with management and the workforce to establish, implement and consistently apply WHS&E and Human Resources policies, procedures and systems of work.
4. Proven ability to engage with and influence internal and external stakeholders to realise fit-for-purpose outcomes that drive the achievement of strategic goals.

5. Demonstrated interpersonal and communication skills, including influencing and negotiation, research, information analysis and report writing to facilitate planning, decision-making and continuous improvement.
6. Demonstrated staff management experience, with a proven track record leading, developing and supporting staff to achieve work targets and objectives efficiently and effectively.
7. Current Class C Drivers Licence.

Desirable Criteria

1. Certificate IV in Training and Assessment.
2. Demonstrated knowledge, experience and understanding of salary systems, job evaluation systems and their administration.
3. Demonstrated knowledge and experience in local government.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

Name (please print)

Signature

Date

SALARY PROGRESSION CRITERIA



Manager Human Resources

The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

STEP 1 SKILLS	
Before being assessed for Step 1 Skills, the jobholder must have demonstrated achievement of all Essential Criteria described in the job description.	
When the jobholder demonstrates the achievement of all Skills in Step 1, they are eligible for an increase in their rate of pay.	
1	Lead and manage WHS and risk management for business unit; includes identify, mitigate and eliminate work, health and safety hazards at the workplace.
2	Manage and evaluate employee performance including goal setting, forward planning and conducting annual staff performance reviews by set timeframe.
3	Provide quality customer service and reports to stakeholders, including Council Committees, Council Departments and staff, MANEX, Local Government Authorities, State and Federal Government agencies, Unions and professional associations and the general public.
4	Manage the recruitment and selection, training and development of Council staff.
5	Develop and manage annual Human Resources Budget for operational program that supports Operational Plan and Delivery Program provision.
6	Manage Payroll, workers compensation claims and return to work functions for Council staff.
7	Liaison with unions, WHS Committee and Consultative Committee in the workplace.
8	Complete Human Resources and Equal Employment Opportunity Annual Reporting and assess diversity and inclusion opportunities.
9	Facilitate whole of organisation annual staff performance appraisal reviews by set deadline.

STEP 2 SKILLS

Before being assessed for Step 2 Skills, the jobholder must have demonstrated achievement of all Essential Criteria and Step 1 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 2, they are eligible for an increase in their rate of pay.

1	Prioritise work load and work independently to solve complex problems and achieve organisation goals.
2	Carry out risk assessments, apply risk management strategies and report unsafe work practices to ensure a safe and healthy workplace for offices within your management responsibility.
3	Ensure effective capture and electronic storage of corporate records in EDMS.
4	Regular Human Resources business unit work team meetings and review of unit operations.
5	Development, review and implementation of Council Workforce Plan annually.
6	Develop, implement and review Council staff induction program.
7	Facilitate on-line learning training system platform for Council staff.
8	Development and review of key performance indicators for Human Resources business unit ensuring they are measurable and reported quarterly.
9	Development of employee and industrial relations strategies within confines of industrial award.

STEP 3 SKILLS

Before being assessed for Step 3 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1 and Step 2 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 3, they are eligible for an increase in their rate of pay.

1	Provide quality, accurate and timely reports and advice to MANEX and Council.
2	Lead workplace relations including training, coaching and development of Council staff.
3	No significant material or high risk errors, acts, negligence or omissions in business units under your management.
4	Review internal control procedures for Human Resources business units operations.
5	Operational Plan key performance indicator targets are met for Human Resources team and reported to Council each quarter.
6	Develop, implement and review Human Resources Succession Plan incorporating strategic workforce planning.
7	Knowledge and application of Oosoft job evaluation system to grade all employee positions.
8	Safe Work Method Statement (SWMS) and Standard Operating Procedure (SOP) development, review and roll out to Council operational areas addressing hazardous equipment and operations.
9	Develop and maintain strategic business and local government networks

STEP 4 SKILLS

Before being assessed for Step 4 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2 and Step 3 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 4, they are eligible for an increase in their rate of pay.

1	Compliance, management and implementation of Human Resources functions in accordance with the Local Government Act and Regulations, Fair Work Act and other employment laws, Local Government (State) Award, OLG Guidelines, Council Policies, Codes of Practice, Auditors recommendations and MANEX directives.
2	Develop, implement, review and monitor policy and procedures of Council related to Human Resources business unit.
3	Promote and facilitate organisational performance. Ensure evaluation and review of work practices within areas of responsibility and implement improvements.
4	Leadership, forward planning, analytical and communication skills evident.
5	Promotion/marketing of Council's mission and services and promote a culture of workplace change and innovation.
6	Identify and evaluation of project opportunities and Business Plan development.
7	Implementation, develop and review WHS management system including planning and process improvements to manage business risks.
8	Provide monthly reporting on Human Resources business unit to Department Director; including work plan for your team, industrial relation issues/disputes, workplace investigations, WHS, workers compensation claim management and business unit overview.
9	Develop strategies to contribute to Council's organisational performance development.

STEP MAXIMUM SKILLS REQUIREMENT

To achieve Step Maximum Skills the jobholder must apply a superior level of skills, knowledge, Skills and expertise to the position. Step Maximum Skills will be achieved by the attainment of:-

1. Agreed competency and/or training/qualifications
2. Demonstrated efficiency and productivity improvements
3. Development and/or delivery of an innovative project
4. Continuous work improvement for a defined timeframe

Step Maximum Skills will be subject to determination and assessment by the relevant Director, in consultation with the jobholder. Before the jobholder can be assessed at Step Maximum, the jobholder must have achieved Steps 1, 2, 3 and 4 Skills.

Note: Skills will be obtained and/or developed from a combination of the following sources:-

- Training.gov.au
- Job-specific Skills developed by Council
- WHS standards
- Former position description skill steps