Manager - People & Capabilities

Position Description

Position number	204100
Directorate	Corporate Services
Department	People & Capabilities
Immediate Supervisor	Director Corporate Services
Supervising Position(s)	People & Capabilities Coordinator/s People & Capabilities Administrative Officer/s Work Health and Safety Advisor
Level	MNP

Position Approval

Belinda Urquhart

Chief Executive Officer

20 / 11 / 2026

Review and Approval Date

Position Objective

Lead the human resources function to ensure effective workforce planning, the continual development of staff capability, the provision of a safe and supportive workplace environment and best practice employee relations practices.

Key Duties and Responsibilities

- Lead and manage the daily operations of the People & Capabilities (P&C) department, the transactional processes of human resources (HR) and the broader HR function.
- Drive the strategic HR organisational goals as per key performance indicators (KPI's) set within the Council Regional Plan
- Oversee the Human Resource responsibilities outlined in the Organisational Development Plan.
- Collaboratively lead the development and implementation of HR policies and procedures that provide support to and direction to MacDonnell Regional Council (MRC) managers and staff, support legislative compliance and the effective delivery of Council Services.
- Drive operational and strategic planning and the development of new initiatives and funding opportunities.
- Provide high level, strategic and specialist advice to the Executive Leadership Team and Council.
- Facilitate collaborative, appropriate and productive stakeholder relationships internally and externally.
- Management of the HR, Learning and Development budgets in accordance with Council policies and contractual requirements.
- Oversee and drive the Annual Performance Reviews in partnership with the Directors.
- Maintain records and documents providing accurate and timely reports.
- Liaise with the Director and/or external HR/IR/ER consultant to facilitate mediation correspondence and meeting arrangements for workplace relations matters and conflict resolution services.
- Embrace and demonstrate the values of the Council in all work tasks.
- Maintain an awareness of and adhere to the MRC Safety Management System requirements, policies, and procedures.
- Promote and maintain a strong safety culture by ensuring compliance with Work Health and Safety (WHS) legislation, Council policies and safe work procedures, conducting regular safety inspections, identifying hazards, reporting incidents, and ensuring staff use appropriate personal protective equipment (PPE).

Skills and Attributes

- Ability to lead, motivate and mentor team members to achieve departmental goals.
- High level of communication skills to provide key advice to internal and external stakeholders, within area of expertise.
- High level analytical problem-solving skills including the ability to conduct detailed investigations.
- Strong negotiation and conflict management skills.

- An ability to develop and implement effective workforce planning strategies
- Demonstrated ability to work in a culturally and linguistically diverse environment.
- This position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority/obligation that comes with their powers.

Role Requirements

Essential

- Professional qualifications in Human Resources and/or Management or a closely related field or relevant management experience.
- Professional Membership of Australian Human Resources Institute (AHRI) or an equivalent relevant professional/industry body.
- More than 5 years' experience in Human Resources preferably within a management role.
- Knowledge of current statutory, legal, and contractual obligations in the Human Resources field.
- Current NT Drivers Licence
- Ability to obtain and maintain NT Working with Children (Ochre) Card.
- Satisfactory completion of a Criminal History Check.
- Demonstrated ability to support workplace health and safety, risk management and incident reporting requirements in an operational environment.

Desirable

- Previous experience in working for an organisation operating across multiple sites.
- Previous experience working within local government

Travel Requirements

This position is based in Alice Springs and will occasionally require travel work in remote communities – including overnight stays – in the MacDonnell Regional Council area of service.

Physical Requirements

The role requires the following physical aspects:

- Sitting and/or standing for extended periods
- Working indoors in an office environment
- Manual handling of objects below 10Kg
- Travel in light aircraft or by 4WD vehicle on unsealed roads for lengthy periods

Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

Signature _____ Date _____

Position Reporting Structure

