

POSITION DESCRIPTION

CORPORATION OF THE CITY OF UNLEY

1. JOB IDENTIFICATION:

Title of Position:	MANAGER, PEOPLE & ORGANISATIONAL DEVELOPMENT
Business Unit:	COMMUNITY & ORGANISATIONAL DEVELOPMENT
Reports to:	GENERAL MANAGER, COMMUNITY & ORGANISATIONAL DEVELOPMENT
Classification:	NEGOTIATED CONTRACT

2. POSITION OBJECTIVES:

The **Manager, People & Organisational Development** plays a pivotal role in shaping a workplace where people feel **supported, safe, capable, connected and proud** — because when our people thrive, our organisation is best placed to deliver meaningful outcomes for the community.

This role leads the organisation's people (human resources) and organisational development functions, bringing together **excellent people services, reliable payroll delivery, strong Work Health and Safety leadership, clear leadership and accountability and purposeful organisational development** to create the conditions for everyone to do their best work.

The role is also the **Lead for the People Project within the Organisational Plan 2026–2030**, with end-to-end accountability for turning organisational aspirations into practical, values-led initiatives that strengthen employee experience, workforce capability, leadership effectiveness, wellbeing, inclusion, performance and future readiness.

Balancing **day-to-day operational reliability** with **strategic leadership**, the Manager, People & Organisational Development works closely with the Executive Leadership Team and leaders across the organisation to foster:

- an environment where people feel safe, welcomed and valued
- clarity, consistency and integrity in how we lead and work
- opportunities for people to learn, grow and contribute
- strong, fit-for-purpose systems and processes that are designed around business needs and underpin organisational capability and performance.



Better Together



Be Progressive



Strive for Excellence

3. KEY RESPONSIBILITIES:

Creating Excellent People and Employee Experiences

- Lead a people-centred approach that delivers **positive, consistent and meaningful employee experiences** across the employee lifecycle
- Champion wellbeing, inclusion, safety and belonging as foundations for sustainable performance
- Ensure people systems, policies and practices are enabling, accessible and aligned to organisational values

People Operations and Payroll

- Lead end-to-end people operations and payroll functions, including recruitment administration and employee records, ensuring accurate and timely payments, strong governance and compliance and reliable workforce data.

Advisory Support that Enables Confident Leadership

- Provide clear, practical and values-aligned advice to leaders on people and employment matters
- Support managers to navigate performance, conduct and workplace matters fairly and consistently
- Act as a trusted escalation point for complex or sensitive people issues

Work Health and Safety Leadership

- Lead the **Work Health and Safety function**, embedding a proactive and preventative approach to health, safety and wellbeing
- Support leaders to identify, manage and minimise risk
- Ensure compliance with WHS legislation, policies and systems

Governance, Integrity and Trust

- Ensure compliance with employment, industrial and WHS legislation, policies and delegations
- Maintain governance frameworks that support fair, consistent and defensible decision-making

Organisational Plan – People Project Leadership

- Act as **Lead for the People Project** within the Organisational Plan 2026–2030
- Lead co-design and implementation of People Project initiatives
- Establish effective governance, monitor progress, manage risks and report to the Executive Leadership Team
- Embed initiatives into everyday practice to ensure lasting impact

Organisational Development

- Lead an integrated organisational development approach that strengthens **capability, culture, leadership, wellbeing and future readiness**
- Develop and implement workforce planning aligned to strategy and financial sustainability
- Design and embed frameworks for leadership capability, performance development, talent management and succession planning
- Champion culture and values-based initiatives
- Provide organisational development expertise to support change initiatives and service reviews
- Use workforce, payroll and WHS insights to inform improvement and executive decision-making

Leadership of the People & Organisational Development Team

- Lead, support and inspire the People & Organisational Development team
- Balance operational excellence with strategic and Organisational Plan priorities
- Build capability, confidence and collaboration across the team

Key Relationships

- Executive Leadership Team
- Managers and leaders across the organisation
- People & Organisational Development team (including Payroll and WHS)
- Organisational Plan Project Leads

4. PERFORMANCE AND SKILL REQUIREMENTS:

a. Essential

- Significant experience leading People & Organisational Development / HR functions
- Relevant tertiary qualifications (e.g. psychology, human resources, business)
- Demonstrated experience leading organisation-wide people or workforce projects as a project lead
- Experience overseeing payroll and/or Work Health and Safety
- Strong organisational development and leadership capability
- Sound knowledge of employment and WHS legislation and governance
- Strong communication, influence and people leadership skills.
- Demonstrated experience managing resources (financial, human and physical) to ensure activities are delivered to plan, within timeframes, quality and budget.
- Demonstrated ability to lead, manage and develop people in order to manage work and resources across a range of complex projects.
- Proven ability to negotiate, motivate, develop and influence others towards common organisational outcomes.
- A commitment to ongoing professional development and continuous learning

b. Desirable

- Local government or public sector experience

Managers must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.

Work Health and Safety (WHS) Responsibilities:

Managers are responsible for ensuring WHS systems and controls are effectively implemented and sustained across their areas of responsibility.

Key responsibilities include:

- Ensure consistent implementation of WHS systems, procedures, guidelines and controls across their functions.

- Translate organisational WHS priorities into practical, resourced actions within teams.
- Balance operational demands with available resources to ensure work is planned and delivered safely.
- Support and guide leaders to effectively manage WHS risks, including psychosocial hazards and work design issues.
- Monitor WHS performance, trends and risks, and intervene where required.
- Ensure incidents are appropriately investigated, with root causes identified and system improvements implemented.
- Enable and support effective consultation within their area, including suitable duties and team engagement.
- Support return to work processes within their area, including suitable duties and team engagement.
- Escalate systemic risks, resourcing issues or barriers to effective risk control.

SAFE ENVIRONMENT:

- Comply with the City of Unley Safe Environment policy and all relevant policies and procedures.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that a child has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that an aged and/or vulnerable person has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Seek advice and support from your Team Leader, Manager or the People & Culture team if a notification is required.
- Advise your Team Leader, Manager or the People & Culture team if there is a change in your criminal history status and undertake a Department of Human Services Screening every three or five years (time frame is related to specific clearance type), unless more regular screening is required for legislative purposes.

EQUAL OPPORTUNITY EMPLOYMENT:

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

Actively support and contribute to the City of Unley's organisational values.

OUR VALUES





Better Together

Looks like ...

- Everyone matters
- Embrace diversity and difference
- Work as a team
- Collaborate with others
- Show care and support
- Share information and share the load
- Celebrate the wins, and the effort to get there



Be Progressive

Looks like ...

- Adapt, experiment and try new ways
- Be agile, open and take the right risks
- Seek new information & perspectives
- Learn and grow
- Embrace challenge and take action
- Shape the future



Strive for Excellence

Looks like ...

- Deliver our best work
- Set the benchmark high
- Be the best at getting better
- Reflect, evaluate and measure
- Achieve outstanding results
- Have pride in working for local government