



POSITION DESCRIPTION

Manager Human Resources & Safety

MANAGER HUMAN RESOURCES & SAFETY

POSITION TITLE:	Manager Human Resources & Safety
POSITION NUMBER:	1005
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	Above Award
REPORTS TO:	Chief Executive Officer
DEPARTMENT:	Executive
LAST REVIEWED:	Feb 2024

ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to create a better future.

Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

We Value



Honesty



Integrity



Accountability

OBJECTIVE OF THIS ROLE

The Manager Human Resources & Safety ensures the effective administration of Council's Human Resources and Work Health & Safety functions. In doing so, this position makes a key contribution across all Council Directorates and to the overall success of Council in achieving its Operational Plan deliverables.

Key objectives include:

- Demonstrating a commitment to, and modelling the key values of Council:
 - Honesty | Integrity | Accountability | Respect | Friendliness
- Demonstrating a commitment to, and modelling the key commitments of Council:
 - Continual improvement to safety, to compliance, and to the efficiency and effectiveness of service delivery
- Improving Our People:
 - Work across Directorates to identify and implement opportunities to improve Our People and their performance.
- Improving Our Systems (to improve Our People):
 - Refine and improve HR & WHS policies, plans and procedures; refine and improve recruitment and onboarding systems; refine and improve Learning & Development programs and pathways; contribute to improvement of data capture and reporting across HR and WHS functions; contribute to improvement of payroll function.
- Contributing to Council Planning and Strategy:



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- Involvement in the following: Certified Agreement negotiation, WHS Annual and Monthly Action Planning, Operational Plan development, Business Continuity Planning, Learning & Development Planning, Performance improvement and management strategies.

Areas of operation include:

- Cloncurry: Admin, Depot, Childcare Facility, Tourism Facilities, Airport
- Dajarra: Depot

REPORTING LINES

The Manager Human Resources & Safety reports to the Chief Executive Officer.

This position Human Resources, Learning & Development and Workplace Health & Safety. Direct Reports include:

- HR Coordinator
- Safety Systems & Training Administrator
- 2 x Work Health & Safety Advisors

KEY RESPONSIBILITIES IN THIS ROLE

This section outlines the general duties and responsibilities of the position, but is not all encompassing:

Leadership responsibilities

Model and communicate Council's core values and commitments:

- Values: Honesty | Integrity | Accountability | Respect | Friendliness
- Commitments: continual improvement to safety, to compliance, and to the efficiency and effectiveness of service delivery

Management responsibilities

- Manage staff, consultancies and contractors across areas of accountability to meet Operational Plan deliverables.
- Manage budget processes across areas of accountability: development, monitoring, reporting (with assistance from Corporate Services).
- Work with CEO, Directors, Managers and the HR and WHS Team to build and maintain a culture of safety, accountability and continual improvement, including the conduct of performance reviews and identification of training and development requirements for direct reports.
- Chair, prepare and participate in meetings, including 1-on1 meetings, WHS Committee meetings, Joint Consultative Committee meetings, team meetings.
- Active contributor to / technical lead in developing and reviewing key Corporate documents in areas of accountability:
 - Operational Plan & Budget (HR & WHS deliverables), Training and Development Plan, WHS Annual/Monthly Action Plans, HR & WHS Policies, Business Continuity Plan, Internal Audits (where relevant), 3rd party audits (e.g., LGW NAT audits) etc.

Operational Responsibilities

Functions under this area of responsibility are as follows:

- Human Resources
- Learning and Development
- Workplace Health & Safety



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Learning & Development

- Provide guidance and mentoring to Council's Learning and Development Officer.
- Develop and deliver Council's Learning & Development Plan for the relevant financial year with assistance from the Learning & Development Officer and taking input from across the organisation.
- Review and refine Council's Learning & Development Procedure.
- Maintain Council's Learning Management System (Kineo).

Human Resources Management

- Provide guidance and mentoring to Council's HR Coordinator
- Ensure effective recruitment systems and processes are maintained and implemented, and improved over time.
- Provide advice to the Executive Leadership Team (ELT) on human resources and workforce planning matters
- Provide advice to and assist the CEO with reviewing and refining HR & WHS policies and procedures.
- Provide advice to and assist the ELT with organisational culture improvement opportunities, plans and projects.
- Work with the ELT, managers and supervisors to implement performance management frameworks and processes that identify required levels of service, areas for improvement and learning opportunities within the workforce;
- Provide oversight of HR investigations, including engagement of independent investigators for serious matters and ensuring they are brought to a timely conclusion;
- Promote Council as an employer of choice by supporting school engagement (Earn & Learn Program); work experience (Traineeships and Apprenticeships) and career expos (as part of NAIDOC week);
- Provide advice to the CEO and ELT on industrial matters including application and interpretation of the Certified Agreement and negotiating new Certified Agreements.
- Provide assistance to Corporate Services and off-site payroll processing services in the administration of the Payroll function (overall accountability with Corporate Services).

Work Health & Safety

- Provide guidance and mentoring to Council's WHS Advisors
- Ensure effective WHS systems and processes are maintained, implemented and improved over time (current system is "Online WHS Systems")
- Manage the development and implementation of Annual and Monthly Safety Management Plans.
- Provide oversight of employee rehabilitation and return to work matters;
- Other responsibilities as reasonably expected within the scope of the position.

KEY SELECTION CRITERIA



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Mandatory

- A degree in Human Resources Management or other suitable qualification and/or relevant industry experience
- Demonstrated experience and application of knowledge in a broad range of human resource management practices including but not limited to the Award interpretation, organisational culture building, workforce reporting, recruitment, relevant legislation etc.
- Demonstrated experience and application of knowledge in WHS systems, practices, organisational responsibilities.
- Well-developed interpersonal skills with the ability to effectively communicate with those with varying levels of education, and understanding;
- Well-developed conflict resolution skills and the ability to positively influence and guide change;
- Demonstrated skills in report writing
- Demonstrated ability to deal with confidential and sensitive matters of a complex nature;
- Have well developed ability to organise, delegate and undertake multiple tasks with varying complexity and conflicting timeframes;
- Current "C" class driver's licence is mandatory

Desirable

- Local government experience

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Current Police Clearance
- Current unrestricted class driver's licence is mandatory;
- Tertiary qualifications in Human Resources or similar field

Desirable:

- Certificate IV Training and Assessment is desirable;

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council under Section 27 of the *Work Health and Safety Act 2011* ("Act")

To ensure that the person conducting the business or undertaking:

1. to acquire and keep up-to-date knowledge of work health and safety matters
2. to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations
3. has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
4. has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
5. has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.



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Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date