



POSITION DESCRIPTION

MANAGER HUMAN RESOURCES

Position Number:	405	Location:	Cunnamulla
Award:	Queensland Local Government Industry Award (Stream A) – State 2017		
Certified Agreement:	Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024		
Classification Level:	8	Employment Type:	Permanent Full Time
Department / Team:	Office of the CEO / Human Resources		
Reports to:	Chief Executive Officer	Supervises:	1 direct report

Our Values

In making and implementing our decisions we will be guided by the principles of **integrity, efficiency and continuous improvement** and exhibit the following values:

- P – Pride
- A – Accountability
- R – Respect
- O – Open and Transparent
- O – Opportunities for Employment
- S – Safety
- C – Commitment



Position Objectives

The Manager Human Resources position is responsible for ensuring the efficient operation of Council’s Human Resource function including employee relations, recruitment, contract administration, payroll, learning and organisational development.

The position works closely with the Chief Executive Officer (CEO) and Executive Leadership Team (ELT) to build a strong workplace culture to drive Council’s performance and service delivery, consulting broadly across all levels of the organisation, providing specialist human resource guidance and support.

Key Responsibilities

- Lead and manage the human resource function including payroll.
- Lead the development and implementation of Council’s Workplace Diversity Strategy, Workforce Plan, Human Resource policies, procedures, strategies and key projects.
- Develop, implement, and report on strategic, delivery and operational plans including budgetary and other resource requirements.
- Source and provide specialist advice and support to the CEO, ELT and leaders across Council in the areas of human resources, including industrial relations, Award provisions, legislation, workforce planning, change management, disciplinary matters and investigations.
- Facilitate the industrial relations and enterprise bargaining processes, in support of the CEO and ELT.
- Represent Council in discussions or negotiations with Unions or legal representation.
- Build partnerships across the organisation to coach, mentor and positively influence employee relations and business unit outcomes including resolving employee relations issues, grievances and disputes.
- Foster an organisational culture which promotes teamwork, accountability and encourages continuous improvement.
- Respond to enquiries from employees in relation to Human Resource matters including employee entitlements, learning and development, recruitment, award interpretation, performance management and organisational change.

- Coordinate Council's recruitment processes including position description reviews and evaluations, advertising, shortlisting, formation of interview panels, pre-employment assessments, letters of appointment and induction processes.
- Oversee payroll functions, ensuring timely and accurate processing of fortnightly pay runs, STP, superannuation and other compliance obligations related to payroll and act as an escalation point for payroll processing enquiries relating to employee entitlements.
- Prepare, administer and maintain contracted staff employment agreements, negotiate renewals and facilitate remuneration and performance management processes.
- Coordinate organisational performance reviews, working with senior leaders to identify areas to develop strategies focusing on leadership, team building and development of core skills.
- Identify learning and development opportunities for employees, in conjunction with leaders ensuring alignment with performance reviews, and oversee training approvals, registrations, bookings and reimbursements.
- Develop and maintain an annual training plan to ensure smooth delivery of training and to ensure mandatory training (eg. First Aid) is being carried out prior to expiration date and maintain appropriate, confidential records of workplace training and licenses.
- Oversee the coordination of the apprentice and trainee employment programs, work experience and school-based traineeship programs with the local school.

Qualifications, Skills and Experience

Essential

- Tertiary qualification in Human Resource Management or related discipline and/or a minimum of 5 years significant experience to carry out the range of duties required.
- 'C' Class Queensland Drivers Licence or higher.
- Hold or obtain a Working with Children 'Blue Card'.
- Pre-Employment Health Assessment and National Police Check prior to appointment.
- Demonstrated experience in human resource management including industrial relations, performance management, recruitment and selection and learning and organisational development.
- Demonstrated experience partnering with senior management to provide people management solutions including strong interpersonal communication, negotiation and stakeholder management skills to develop and maintain effective working relationships with employees.
- Demonstrated ability to operate with a high degree of autonomy and to organise workload whilst maintaining confidentiality including sound initiative and judgement when assisting with sensitive people issues.
- Demonstrated understanding of work health and safety policies, procedures and practices with experience in assisting with complex WH&S investigations.

Desirable

- Degree in Human Resources Management, Behavioural Science or Business.
- Experience in interpreting and applying the Queensland Local Government Act, Queensland Industrial Relations Act and relevant awards.

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and Local Government Act 2009, including but not limited to Council's Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Maintain confidentiality of Council information obtained during the course of employment.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.

Work Health and Safety

- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.
- Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

Position Description Acceptance

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name: _____

Employee Signature: _____ Date: _____