



## POSITION DESCRIPTION FORM

File No: [PDF-R1397082](#)

### POSITION IDENTIFICATION

Title:	Manager Human Resources	Level:	10
Service Unit:	Human Resources	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Executive Services	Date Effective:	16 January 2025
Reporting to:	Chief Executive Officer	Date Last Reviewed:	16 January 2025

### PURPOSE OF POSITION

- Provide advice, leadership and direction to the Executive in the delivery of a range of Human Resources, Organisational Development, and Work Health & Safety functions across the organisation.
- Responsible for all systems and processes within Human Resources and WHS to ensure compliance with the Local Government Act 1995, legislation and local laws.
- Responsible for ensuring human resources standards and practices are upheld and that all operational functions of Human Resources are accurately undertaken, providing an efficient and professional service to the organisation.
- Develop and implement Human Resource strategies, programs and processes.
- Provide advice and assistance to the Chief Executive Officer, Directors and staff in all Human Resource matters.
- Provide advice and assistance to the Chief Executive Officer and Elected members in all Code of Conduct grievance matters.

### SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Responsible for the effective and efficient management of the functional areas of work health & safety, injury management, return to work, employee relations, recruitment, performance, learning and development and organisational development.
- Provide support to the Chief Executive Officer and Elected Members on Grievance, Investigation & Resolution Process.
- Manage and administer all relevant human resource related registers including gift register, and complaints register related to Customer Service Charter complaints against staff, ensuring compliance with relevant legislation on behalf of the Shire, including monitoring of the Customer Service Charter performance.
- Provide leadership and oversight of contemporary human resources and manage the strategic direction of the human resource function in accordance with industrial instruments and best practice.
- Provide considered guidance and support to deliver individual and broad employee relations outcomes including disciplinary matters and investigations; and provide recommendations to the CEO for the most appropriate outcome.
- Provide specialist advice, guidance and support regarding current industrial instrument provisions, legislative matters, and change management processes.

## SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Lead the development, review, implementation and delivery of the Shire's Workforce Plan.
- Lead the performance management and annual performance review processes by providing guidance, training and support to the Executive and line managers in accordance with legislation, industrial instruments and policies and procedures.
- Oversee the distribution of relevant information and changes in the workplace to employees, as appropriate to facilitate an informed and engaged workforce.
- Oversee Council's employee wellbeing program, including the implementation and monitoring of existing programmes and implementing new initiatives in line with industry trends and employee expectations.
- Oversee and initiate employee conversations and feedback mechanisms including the biennial employee satisfaction and engagement survey process.
- Review, implement and maintain a contemporary HR framework utilising theories on motivation, employee engagement, and culture thereby; maintaining a holistic approach to strategies.
- Prepare an organizational skills matrix and facilitate the approval process for learning and development requests and professional memberships, tracking expenditure, maintaining records and developing expenditure reports.
- Prepare, submit, monitor and manage the annual and other budgets and budget reporting, including Corporate Business Plan reporting in relation to HR and WHS functions.
- Work in partnership with the Executive to promote a culture of safety by providing leadership and oversight of Work Health & Safety (WHS) functions in accordance with legislation and best practice.
- Oversee the Designated Area Migration Agreement scheme.
- Any other duties as directed by the Chief Executive Officer.

## ORGANISATIONAL RELATIONSHIPS

Responsible for:	WHS Officers Human Resource Coordinator Human Resource Officer DAMA Officers
Internal Relationships:	All Shire of Dardanup employees and Elected Members.
External Relationships:	Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders, ratepayers, relevant unions and general public.

## POSITION DIMENSIONS

Work Location:	Eaton Administration Centre.
Delegated Authority:	As defined by the Chief Executive Officer. Authority to sign procurement orders for supplies and services.
Driving Requirements:	C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

## EXTENT OF AUTHORITY

This position operates under direction of the Chief Executive Officer within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

## CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Shire’s Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with the Shire of Dardanup transactions and your obligations.
- Manage and maintain obligations described within the Shire’s Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per the Shire’s WHS policies and Work Health and Safety Act legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health & Safety legislation.
- Work closely with the Shire’s Work Health & Safety Committee (WHS), WHS Representatives, staff and contractors to ensure as a minimum that the requirements of relevant WHS legislation are met and the Shire’s WHS policies and procedures are strictly adhered to throughout the Department.
- Show leadership and support for the implementation of and compliance with safe work practices and the development of a robust WHS culture in which every employee recognises and accepts responsibility for WHS.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Work Health & Safety legislation and the Shire’s WHS policies.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire’s Values, “Trust, Respect, Accountability, Customer/Community, Excellence, Support” within the workplace.

## VALUES

### Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.

<b>T</b> RUST	<b>R</b> ESPECT	<b>A</b> CCOUNTABILITY	<b>C</b> USTOMERS & COMMUNITY	<b>E</b> XCELLENCE	<b>S</b> UPPORT
 "We are committed to showing confidence and belief in each other and ensuring we do what we say we will do."	"We are committed to recognising and acknowledging each person's unique contribution." 	 "We are committed to transparency, good governance and accept responsibility for our actions."	"We are committed to providing a positive experience for our customers and our community." 	 "We are committed to being the best we can be within the organisation."	"We are committed to being a true team." 

## SELECTION CRITERIA

Essential:

1. Tertiary qualifications in Human Resources.
2. Demonstrated understanding of Federal and State Industrial Relations legislation, award interpretation and application.
3. Demonstrated understanding of contemporary human resource management practices including the principles and processes associated with continuous improvement, business excellence and talent management.
4. Strong knowledge of workplace health and safety legislation and the ability to implement effective WHS programs.
5. Prior experience in undertaking workplace investigations, conflict resolution, disciplinary meetings and mediation processes.

Desirable:

1. Leadership capability coupled with strong interpersonal skills and an ability to develop trust and engagement within a workforce and manage the demands of varied areas of responsibility.
2. Proven ability to engage and influence outcomes for the organisation by managing issues and challenges with a capacity to address such issues and challenges.
3. Relevant Risk Management experience.
4. Previous experience negotiating Enterprise Agreements with a Union
5. Qualifications in Work, Health and Safety (or) at least 1 year working/managing experience in a WHS portfolio.