

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Human Resources Manager	Designation & Classification Level	Contract – 3 years
Position No	1019	Division	Human Resources
Business Unit	Corporate Services and Sustainability	Reports To	General Manager Corporate Services and Sustainability
Location	Katherine	Date Created	June 2021
2. POSITION CONTEXT			
Position Summary/ Purpose	<p>Operating under the direction of the General Manager Corporate Services and Sustainability (GMCSS) and in accordance with Roper Gulf Regional Council (Council) corporate plans and policies and relevant legislation the principal objectives of this position are:</p> <ul style="list-style-type: none"> • To implement and maintain professional human resource systems throughout Council. • The provision of leadership and advice to the Executive Management Team on all human resource functions and industrial relations matters. • The development and implementation of human resource policies as outlined in the Local Government Act and as required by Council. • The provision of a high quality customer service, including internal complaints coordination. • Effectively contribute as a member of a team in the management of the Council and promote a safe and harmonious work environment. • Ensure that human resources functions are delivered in accordance with Council's business plan. 		
3. KEY RESPONSIBILITIES			
<p>1. Leadership:</p> <ul style="list-style-type: none"> • High level operational, support and advice, partnering with managers across all aspects of the human resource management function and include leading effective strategic people management and problem solving; • Ensure human resource initiatives are engaging, collaborative in design and of a high standard to allow Council to attract, retain and build the capabilities of staff; • Coach and support managers and employees on all areas of performance management, performance development, recruitment and retention, engagement, position description development, workforce planning, and succession planning; • Provide advice and recommended action/s related to employee relations, Modern Awards and legal requirements surrounding Fair Work, to minimise legal risks and ensuring regulatory compliance; and • Lead, provide and promote an oriented high performance culture emphasising quality, productivity, goal attainment and empowerment within the HR team. <p>2. Service Delivery, Planning and Monitoring</p> <ul style="list-style-type: none"> • Provide high level, timely and professional advice to the Executive and Managers in relation to all HR matters, including people and cultural strategy, current employment legislation and awards, employee relations, change management, HR planning, retention, performance management and organisational development; • Work collaboratively with the GMCSS in managing Council's Code of Conduct including grievance and disciplinary issues; • Provide advice and direct support in the mediation of conflict between staff to resolve disputes in addition to the resolution of industrial relations issues; • Prepare reports for the GMCSS monthly or as required in addition to prepare and present reports to the Executive Management Team and Council as required; and • Ensure and promote the strictest of confidentiality is always maintained throughout the Council. 			

3. Quality and Continuous Improvement

- Design, construct and implement Council Strategy to align human resource policies, practices and programs to the Council's strategy and business direction;
- Design and implement strategies to build a positive and high performing culture, with values of empowerment, diversity and excellence;
- Develop and implement a HR plan in line with Council's Strategic direction ensuring client focused approach;
- Facilitate and support organisational cultural change efforts by conducting cultural assessments, alignment, planning and implementation;
- Develop and implement best practices across the whole employee lifecycle, the role will deliver compliance with all employer obligations (legal and ethical) and a consistently positive employment experience for people throughout the Council;
- Implement a reward and recognition framework that provides equal opportunity for all employees recognising individual contributions;
- Initiate and maintain networking and liaison with regional and state volunteer associations, HR forums;
- Build effective working relationships with external stakeholders including communities; and
- Management and maintenance of the Council's Organisational Chart.

4. Organisational Sustainability

- Increase workforce HR capacity; work alongside managers to ensure Council's ability to attract, retain, develop and manage highly engaged and committed personnel;
 - Develop, maintain and implement human resource management systems, processes, policies and infrastructure that deliver the strategic objectives of Council;
 - Oversee the current and future human resource needs of Council and make recommendations to the Executive Team regarding sourcing strategies and workforce planning needs;
 - Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements; and
 - Regular travel to Communities within the Roper Gulf Region (minimum four (4) times per year) for engagement with Council management and employees to ascertain aspirations and how these can be supported through the human resources department.
5. Develop and implement an Indigenous Engagement Plan in line with the Council's business strategy to increase Council's Indigenous workforce.

6. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others;
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System;
- Oversee WHS matters in accordance with legislation; and
- Oversee WorkCover requirements and provide relevant updates to Executive Management.

4. SELECTION CRITERIA

ESSENTIAL

1. Degree in Human Resources or related field, coupled with professional experience (minimum 5 years) in workplace relations/human resources environment.

2. Comprehensive knowledge and understanding of contemporary and historical issues affecting Aboriginal and Torres Strait Islander peoples and communities.
3. Comprehensive and contemporary knowledge and workplace experience with broad range of human resource practices including: performance management, industrial relations/awards, employee relations, training and development, and organisational change.
4. Demonstrated ability to use own initiative to investigate issues, identify and analyse problems, and develop and implement innovative human resources solutions, systems and work practices, interact proactively with management and staff at all levels of the organisation in the resolution of HR matters.
5. Highly developed communication and interpersonal skills, with the proven ability to build effective relationships, facilitate and negotiate sensitive issues, and communicate tactfully with a diverse range of people both internal and external.
6. Well-developed organisational and administrative skills, including strong attention to detail and the ability to manage competing priorities and control own workload, and identify acceptable costs and outcomes.

DESIRABLE

1. Demonstrated experience in managing employment programs across an organisation.
2. High level understanding of the role of and services delivered by the Council.
3. Working knowledge of Technology One systems.


MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia
2. Current Northern Territory "C" Class Manual Drivers Licence.
3. Current Criminal History Check (issued within 3 months) or undertake a new criminal history check at commencement of employment with the Council.
4. Valid Working with Children Clearance Notice (OCHRE Card) or provide an application receipt for an exemption to be approved by SAFE NT prior to commencing.

TRAVEL REQUIREMENTS

This position is based in Katherine and you may be required to travel and work in remote communities, including overnight stays, in the Roper Gulf Regional Council area.

5. ACKNOWLEDGEMENT

GENERAL MANAGER	DAVID HERON	Date: 22/8/22	Signature: 
Employee Name		Date:	Signature:

