

Position Description

Senior Coordinator People, Culture and Safety

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: September 2017

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 16 – Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

Organisational relationships

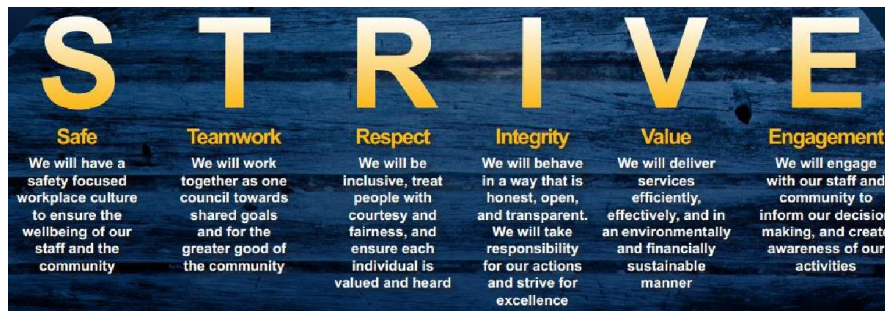
Directorate:	Office of the General Manager
Unit:	People, Culture and Safety
Team:	Not applicable
Work base:	Grafton
Position responsible to:	General Manager
Level of support and supervision:	Low
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Staff within the People, Culture and Safety Unit
Internal contacts:	All staff within Council
External contacts:	Unions, associations and Government bodies

Vision, mission and values

Our vision: To make the Clarence Valley a community full of opportunity

Our mission: To plan and deliver services valued by the community

Our values: the acronym '**STRIVE**' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Physical requirements of the position

Frequent use of computer keyboard

Prolonged periods of sitting

Frequent driving

Purpose of the position

To partner with the Management and Executive team in the development and implementation of strategies to drive organisation development and cultural change.

Identify, develop and implement solutions across the employee lifecycle including recruitment, selection and on-boarding, managing performance, workforce planning, organisational restructure and staff development.

Manage Council's work health and safety requirements ensuring a high level of commitment and awareness across the organisation and legislative compliance.

To provide day to day management and direction to the People, Culture and Safety Unit.

Major duties and responsibilities

Strengthen the organisation's values and behaviours through building people and performance strategies and capabilities.

Provide timely, accurate and succinct information on people management and work health safety issues and provide a coordinating link to the General Manager.

Major duties and responsibilities

Develop and monitor the implementation of the Workforce Management Strategy and review goals and objectives as part of the organisation development, performance management and corporate planning processes.

Drive cultural change and employee development, monitor employee satisfaction and implement employee recognition and reward programs in order to create a dynamic and accountable workforce with a positive workplace culture.

Formulate policy and strategic planning and facilitate the development, implementation and review of protocols and procedures associated with the functions for the People, Culture and Safety Unit

Review and monitor the implementation of the Aboriginal Employment Strategy and the Equal Employment Opportunity Management Plan.

Manage and develop positive workplace relations in the People Culture and Safety Unit providing a strategic direction with effective internal and external communication.

Manage Council's employee relations issues providing effective assistance, advice and counselling as required.

Facilitate Council's Employee Assistance Program, coordinate mediation/conflict resolution procedures and actively develop Council's organisational culture.

Manage and monitor Council's salary system ensuring satisfactory employee progression through the salary system and Award compliance.

Develop, maintain and review performance management systems and associated procedures such as the Performance Management Toolkit, to enable managers and supervisors to address performance and industrial matters at the local level.

Monitor the development and delivery of Council's annual organisational training plan to ensure access to learning and development opportunities across the organisation and effective delivery of programs and services to support the achievements of Council's current and future employees.

Manage and review Council's recruitment and selection of employees in order to attract talented candidates who best fit Council's corporate values, whilst ensuring compliance to legislative/statutory requirements.

Manage Council's work health and safety, monitor workers compensation claims, rehabilitation and injury management following a 'recover at work' philosophy whilst minimising Council's exposure and premium costs and ensuring legislative compliance.

Ensure processes are in place which recognise the value of Council's volunteers whilst ensuring attraction and retention of volunteers who best fit Council's corporate values.

Undertake negotiation to achieve appropriate outcomes on complex matters, both internally and externally.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Tertiary qualifications in organisation development, human resources, change management, psychology or other related discipline; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Demonstrated staff management and leadership experience

Demonstrated experience in organisation development, talent management and change management

Previous experience in the management of work health and safety including legislative compliance and effective injury and workers compensation claims management

Position related skills

Proven ability to think strategically, analyse complex situations and to develop creative solutions

Highly developed communication skills in negotiation and conflict management with the ability to effectively interact with all levels of the organisation

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Post graduate qualifications in a relevant field

Licences/tickets, clearances, membership

Eligibility for membership to the Australian Human Resources Institute

Experience

Demonstrated effective project management skills and experience

Experience in mediation, grievance resolution and industrial relations disputes

Other features of this position may include

Not applicable

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: Date

Employee

Signed: Date

General Manager
