

Manager People, Culture and Wellbeing

Classification: Senior Officer

Date reviewed: January 2023

Department: People, Culture and Wellbeing

Directorate: People, Partnerships and Performance

Approved by: Director People, Partnerships and Performance



We are respectful
I value diversity, fairness, and equity
I demonstrate empathy and compassion

We find better ways
I am committed to the safety and wellbeing of myself, my co-workers, and our community
I strive to achieve the best outcomes for our community
I am open and curious about new ideas and ways of working

We act with integrity
I take pride in my work and commit to serving our community
I am honest, transparent, and accountable in all that I do

We work together
I support and encourage others
I find opportunities to collaborate with others and celebrate wins

Commitment of Brimbank City Council

All employees at Brimbank City Council are expected to provide the highest standards of work to ensure that Council can achieve its Vision and meet organisational objectives. We want our leaders to be collaborative, humble, smart and hungry.

Our Vision

A progressive, values-led and high performing organization where we connect and collaborate to make and impact.

Our Values

At Brimbank, all our roles in different ways, impact and support the diverse needs of the community we serve. Our values and behaviours demonstrate what is important to us, the Brimbank team. They help build a shared understanding and guide our interactions with each other and the community.

Strategic Priorities

- Lead with our Culture
- Invest in our People
- Improve our systems and adapt how we work
- Agree our Priorities
- Engage our Community
- Enhance our Services and Performance Reporting

Position Purpose

The primary purpose of Manager People, Culture and Wellbeing is to develop and execute the people strategies in support of the Council Plan and the Organisation Strategic Plan.

The role provides strategic leadership in order to develop an inclusive and high performing culture whilst providing effective and efficient people services that support the health and wellbeing of the workforce. A particular emphasis is placed, organisationally, on uplifting safety, capability and leadership across the organisation.



The Manager People, Culture and Wellbeing role will operate with a high level of autonomy and closely with the CEO and Executive Leadership team. The role reports directly to the Director People, Partnerships and Performance and leads a team of approximately 18 staff.

Key Responsibilities

- Along with the Executive Leadership Team, plan, lead and champion major organisational development initiatives aimed at continuously improving workplace culture and work practices.
- Manage a team to ensure the provision of high performing strategic and professional People, Culture and Wellbeing business partnering services across Brimbank City Council.
- Identify and implement, in consultation with managers, organisational development initiatives needed to support and enable cultural change and leadership development.
- Develop and foster a culture of productive and harmonious employee relations. Lead major industrial negotiations (e.g. enterprise agreements, dispute settling and consultative arrangements).
- Scope and deliver innovative training and development solutions to build a contemporary, skilled and knowledgeable workforce that models organisation values and behaviours.
- Ensure that there is an effective Performance system that is consistently applied and supported by appropriate recognition.
- Implement, manage and develop the information systems and reporting processes used to facilitate strategic decision making for human resource and workforce planning metrics.
- Develop and implement appropriate strategies, systems, policies, procedures and programs to ensure legal compliance and to manage risk effectively across the full range of People, Culture and Wellbeing services.
- Ensure that there is an effective OH&S system in place that is consistently applied and supported by appropriate reporting.

Organisational Context

Reports to	Director People, Partnerships and Performance
Supervises	People, Culture and Wellbeing team, including Payroll, Employee Relations, Learning and Organisational Development, Diversity and Inclusion, Recruitment, Injury Management and OH&S.
Budget managed	\$3.6M
Major contacts	<p>Internal Liaisons</p> <ul style="list-style-type: none"> • Councillors • Executive • Managers and supervisors • All employees of Brimbank <p>External Liaisons</p> <ul style="list-style-type: none"> • Relevant government departments and agencies • Relevant non-government and private organisations • Other Councils • Industrial organisations and employer bodies

Accountability

- The position has a responsibility for the development, co-ordination and implementation of strategic people planning and policy frameworks.
- Ensuring an effective OHS Management system is in place and well understood by the organisation
- The position is accountable for the conduct of research and analytical work on strategic issues relating to People, Culture and Wellbeing and for advising the Executive on these issues and their implications.
- The position is responsible for establishing and delivering regular reports for Executive and Department managers to enable goals and objectives to be monitored and managed.
- The position is responsible for communicating performance outcomes and fostering a performance-oriented culture within Brimbank City Council.

Judgement and Decision Making

- The position requires the application of specialised methods and techniques in relation to strategic planning, and financial analysis.
- A high degree of autonomy and self-sufficiency will be required, although guidance and direction from Executive will be provided.
- High level judgement is required in supporting the development of strategies and policies and in the interpretation and reporting of performance against Council objectives and goals.
- High level judgement is also required in developing approaches, conducting and reporting on analysis and projects.
- High level of judgement and decision making in regard to employee relations and industrial matters, enabling well research and substantiated recommendations.

Specialists Skills and Knowledge

- Detailed knowledge and experience in delivering contemporary Human Resources and Organisational Development services.
- Extensive knowledge and experience in improving organisational performance through strategic planning and reporting
- High level financial analysis and research skills with the ability to translate analysis and research into practical and achievable strategies and initiatives.
- Exceptional relationship building, negotiating, facilitation and influencing skills.
- Highly skilled and knowledgeable in delivering integrated HR and OD strategies and services that will result in planned and measurable outcomes.
- Highly developed business writing skills, including the preparation of reports for Executive level consideration.
- Well-developed understanding and knowledge of the issues, trends and government directions around local government, including legislative requirements.
- Highly developed conceptual and analytical skills, including problem solving skills.

Management Skills

- Demonstrated capacity to manage time, set priorities, and plan and organise work on both an individual and team basis across organisational boundaries to deliver on specific, set and emerging objectives.
- Demonstrated ability to analyse strategic and business issues and formulate effective conclusions and recommendations from the analysis.
- Demonstrated ability to manage changing workload demand and competing priorities.
- Demonstrated ability to manage multiple concurrent projects.

Interpersonal Skills

- The ability to develop and maintain effective working relationships with senior leaders and managers and provide authoritative and expert advice and consultancy services on a broad range of complex People, Culture and Wellbeing issues and initiatives.
- Highly developed interpersonal, written and spoken communication skills.
- Highly developed presentation, liaison, and issue resolution skills.
- Proactive and motivated with demonstrated leadership skills and an ability to champion issues and influence at all levels across the organisation.

Qualifications and Experience

- Post graduate qualifications or extensive equivalent experience in Human Resources or a related discipline, which provides a broad understanding of strategic issues and specialisations of Human Resource Management, Occupational Health and Safety Organisational Development and Employee Relations.
- Extensive relevant experience in improving organisational performance through strategic planning
- Extensive experience in people management across a range of occupations and specialised functions.

Key Selection Criteria

- A tertiary qualification in a related discipline, which provides a broad understanding of strategic issues.
- Demonstrated leadership experience of medium to large multi-disciplinary teams.
- Considerable experience in a similar senior role within a complex organisation.
- Extensive experience and a record of achievement in Organisational Development, including the development and measuring of a People Strategy.
- Demonstrated ability to develop and deliver business improvement and strategic planning processes that support Council's strategic direction and the achievement of strategic goals & objectives
- Highly developed conceptual and analytical skills.
- Extensive experience in initiating, building and maintaining strong and effective relationships across and external to Council.
- Demonstrated experience in influencing, negotiating and dispute resolution skills.

Working at Brimbank

Child Safe

Brimbank City Council is a Child Safe organisation. Brimbank will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices. All allegations of abuse and safety concerns received by Council will be treated very seriously and acted upon in accordance with relevant policies and procedures.

Equal Opportunity

Support the provision of a work environment that is free from harassment, discrimination and bullying and refrain from engagement in any activities that may be offensive, humiliating, uncomfortable for; or derogatory towards; other staff or the community.

Adhere to Council's Equal Opportunity policy and procedures and the Victorian Equal Opportunity Act 2010 and federal legislation in regard to Equal Opportunity.

Occupational Health and Safety

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public.

- Executive – Establish, maintain, evaluate and continuously improve Council's OHS management system
- Managers, Coordinators, Team Leaders – Implement, monitor, audit, supervise and enforce conformance with Council's OHS policies, procedures and safety standards. Prepare and implement associated Departmental OHS programs. Identify and resolve Departmental OHS issues.
- Employees – Everyone is an employee - Conform to Council's OHS policies, procedures, and code of conduct and safety standards. Whilst at work, all employees must:
 - Take reasonable care for their own health and safety
 - Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions in the workplace
 - Co-operate with respect of any action taken by Council to establish and maintain occupational health and safety systems and procedures
 - Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety
 - Use protective equipment or clothing provided by Council at all required times
 - Employees should immediately notify their manager in the event of an injury, near miss, damaged equipment or other workplace hazard
 - Refer: Occupational Health and Safety Act 2004

Risk Management

- Contribute to making Brimbank as risk free as possible for all employees, residents and visitors
- Take all reasonable action to protect Council assets from damage and or loss
- Comply with Council's Risk Management Policy and Risk Management Guide.

Managing Information

All employees have a responsibility to ensure all business records are accurately captured and managed within Council's recordkeeping systems. This includes:

- making records to support what you do that provides evidence of business transactions
- ensure records are descriptive to enable easy identification and retrieval

- ensure security of information, protect confidential, personal and sensitive information and only release information when authorised to do so
- Familiarise yourself with information management policies and procedures and where possible take reasonable steps to improve recordkeeping practices in the workplace.

Legislative Governance

Each employee has a duty and a responsibility to:

- Contribute to the development of Council’s legislative governance culture
- Adhere to Council’s Legislative Governance Policy
- Do all things reasonably necessary to achieve compliance with those obligations relevant to you, which are derived from law, Council policy, strategy, procedure and contracts, as soon as practicable and by the legislative due date.

Returns

Staff may be required to submit a Return of Interests pursuant to section 81 of the Local Government Act, if appointed by the CEO as a Nominated Person or where required to by law.

Application Instructions

To apply, go to fisherleadership.com and click on 'APPLY ONLINE' using reference **BRCmpc0823** and address your cover letter and resume to David Baber.

Your application should include:

1. A brief covering letter with 5 key career achievements clearly quoting **BRCmpc0823**
2. A complete current resume: stating responsibilities and achievements against each role you have held

Please ensure that you receive an email acknowledgement confirming receipt of your application.

The closing date for applications is **Friday, 8th of September 2023.**