

POSITION DESCRIPTION

Position Title:	Manager People & Capability
Reporting to:	Chief People & Capability Officer
Status:	Permanent, Full Time
Conditions:	TBD
Location:	Jabiru, NT

POSITION STATEMENT

The Manager People & Capability will provide high quality advice and leadership to the Executive, managers and employees on a full range of Human Resources, Industrial Relations and Workers Compensation matters, and will oversee best practice payroll services.

ACCOUNTABILITIES & RESPONSIBILITIES

Strategic Unit Management	<ul style="list-style-type: none"> ● Provide high level Human Resources advice and support to the Chief People & Capability Officer to ensure the Council complies with the Fair Work Act 2009. ● Provide sound advice and support to the Executive, managers and employees regarding employment, industrial and workers compensation matters. ● Lead the effective delivery of processes, payroll, recruitment and related functions within West Arnhem Regional Council.
Operational Team Management	<ul style="list-style-type: none"> ● Support the Chief People & Capability officer to ensure consistency in application of processes and procedures to facilitate decision making. ● Develop and maintain positive collaborative and professional working relationships with Executive, managers, staff and external agencies to foster good relations and a positive and professional profile for the People and Capability team. ● Manage the payroll function to ensure an efficient delivery of services. ● Prepare contracts of employment and employment related correspondence ensuring adherence to legal and records management requirements. ● Ensure contemporary contracts are in place for all staff. ● Contribute to the preparation of various workforce statistics, payroll and staffing reports as required. ● Ensure data integrity of HR systems is maintained, and staff and employment related information is recorded in accordance with legislative and Council requirements. ● In conjunction with the relevant manager and the People & Capability Officer (Recruitment), develop position descriptions for new Council positions; ensure appropriate job sizing and remuneration according to the process utilised by Council; and review position descriptions in line with organisational and/or role changes.



	<ul style="list-style-type: none"> ● Provide support, advice and coaching to management and staff regarding performance management. ● Lead, mentor and coach the People & Capability Team (with particular focus on the Payroll, HR and Recruitment staff). ● Prepare People & Capability metrics reporting (for example for Council, senior management and government agencies, as required).
Teamwork	<ul style="list-style-type: none"> ● Oversee the performance of your team and complete performance reviews and training/development plans to ensure timely feedback, give appropriate recognition which reflects the contribution of staff who have the required skills and motivation to do the job. ● Promote a team approach to problem solving and encourage innovative practice. ● Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel. ● Support a collaborative culture with internal and external stakeholders, and motivate team members by inculcating a dynamic working environment that nurtures innovation. ● Develop a team approach to problem solving and encourage innovative practice. ● Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel.
Policies and Procedures	<ul style="list-style-type: none"> ● Contribute to the development, implementation and review of People & Capability policy and procedure; ensure manager and staff understanding and compliance with all Council policy and procedure. ● Monitor, direct and ensure all Local Government services and programs are conducted in accordance with statutory requirements, WARC policies and procedures, budgets and funding guidelines and best practices. ● Comply with all relevant legislation and regulations.
Work Health and Safety	<ul style="list-style-type: none"> ● In accordance with work health and safety legislation: <ul style="list-style-type: none"> ○ ensure you work safely, the way you work does not cause harm to others and you use measures within your control that prevent injuries or illnesses; and ○ within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures. ● Actively participate in safety improvement activities.
General Responsibilities	<ul style="list-style-type: none"> ● Comply with the West Arnhem Regional Council 'Code of Conduct' and all other policies and procedures adopted by the West Arnhem Regional Council as varied from time to time. ● Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits. ● Other duties, consistent with skills and experience, as directed by the Chief People & Capability Officer.



SELECTION CRITERIA

Essential	<ul style="list-style-type: none"> ● Tertiary qualifications in Human Resource Management or significant experience in a similar role. ● Demonstrated knowledge and leadership in IR and workers compensation matters. ● Sound knowledge and understanding of relevant legislation, contemporary Human Resources processes and practices. ● Ability to interpret and stay abreast of the legal landscape as it relates to Industrial Relations, the Fair Work Act 2009 and other relevant legislation. ● Proven experience to interpret and advise on industry awards, agreements and relevant legislation, and develop, interpret and successfully implement HR policies, strategies, and projects. ● Excellent verbal and written communication skills, and proven ability to interact effectively with a wide range of individuals and or groups from diverse backgrounds. ● High level negotiation and conflict resolution skills with the ability to influence agreeable outcomes. ● Demonstrated ability to work independently and as an effective team member, setting priorities, achieving deadlines with a high level of initiative and self-motivation. ● High proficiency in the use of Microsoft Office programs, record management systems and integrated business systems. ● Strong understanding and appreciation of Indigenous culture and living and working in remote communities. ● High level understanding of Work, Health & Safety in the workplace. ● Current Northern Territory Driver's Licence. ● National Criminal History Check clearance. ● Current Working with Children clearance/Ochre Card
Desirable	<ul style="list-style-type: none"> ● Experience in the Northern Territory and the challenges of working in remote locations.



YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS

Freedom to act is governed by broad goals, policies, legislation and budgets with periodical reviews to ensure achievement of goals.

Decisions and actions have an effect on the operational unit and the wider organisation.

When developing policy options and strategic plans, freedom to act is determined by the Chief People & Capability Officer.

The advice provided is relied upon for guidance and justification for adopting particular policies and procedures, where the impact may be substantial.

Reports to	Chief People & Capability Officer
Internal	Executive Management Council Services Managers People & Capability Officers (Recruitment & Payroll) People & Capability Team All Council Staff
External	Government Agencies and Authorities (Territory and Federal) Service Providers and Consultants Training Providers Schools and Universities Fair Work Commission External Advisors



Approved by **CEO**: *P Firdley* Date: 12/1/2020

