



# Position Description

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<b>Job Title:</b>	Manager Human Resources
<b>Employment Type:</b>	Full Time – Fixed Term Contract
<b>Location:</b>	Kowanyama
<b>Reports to:</b>	Chief Executive Officer
<b>Approved:</b>	Gary Uhlmann, Chief Executive Officer
<b>Version:</b>	19/08/2021

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## POSITION OBJECTIVE

This position is located in Kowanyama, and has both a strategic and operational focus, and extensive community contact daily.

The Manager Human Resources is responsible for the delivery of human resource (HR) services which align with Council's vision and objectives.

This position has dual roles:

- Provide strategic management advice relating to employee matters for Kowanyama Aboriginal Shire Council and the executive and management teams.
- Coordinate and participate in all operational functions and activities related to human resource management including but not limited to performance management, dispute and conflict resolution, payroll, recruitment, training, safety and rehabilitation, and workplace relations.

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## POSITION SPECIFIC KEY RESPONSIBILITIES

1. Provide contemporary and accurate advice and assistance to the Chief Executive Officer, Executive Managers, Managers, Supervisors and employees. Such advice to be on all matters relating to human resource management matters and provide leadership to ensure Council complies with current legislation and corporate governance.
2. Undertake the HR Professional Leadership Role within council which includes establishing and maintaining an appropriate HR policy framework, supporting systems, processes and procedures, clearly document these and ensure executives and managers are trained and understand these.
3. Provide relevant and appropriate documentation and reports of a high standard as required and when requested by the Chief Executive Officer.
4. Drive the development, implementation and improvement of human resource management systems, policies and procedures guided by best practice.
5. Develop and maintain positive relationships throughout Council's workforce. Influence organisational culture, development, and structural initiatives consistent with achieving organisational operational and strategic plans.
6. Develop, implement, and manage Council's Safety and Risk Management System, ensuring Council is compliant with its statutory obligations under current legislation, including the preparation and production of policies and procedures under-pinning general and workplace health and safety work practices and the education and training of Council employees
7. Lead by example and help build a positive, efficient and effective leadership team and a positive problem solving, performance-based organisation.

## SELECTION CRITERIA

1. Extensive knowledge and experience managing and advising on a broad range of strategic and operational human resource issues including performance management, workforce planning, job design, remuneration, strategic HR planning and change management.
2. Demonstrated ability to work independently or in a team in a professional and positive manner with the ability to be tactful, discrete and maintain confidentiality when dealing with matters of a sensitive nature.
3. Demonstrated ability to self-manage, meet deadlines and workflows utilising a high level of initiative.
4. Highly developed written and interpersonal skills in dealing with a range of internal and external customers with a proven track record of meeting deadlines, exercising sound judgment and initiatives
5. Demonstrated ability to consult, communicate and problem solve effectively and present a customer focused approach.
6. Demonstrated high level of proficiency in the use of desktop software applications.
7. Demonstrated behaviour which supports a diverse, equitable and safe workplace.
8. Personal attributes that engender commitment, passion, energy, drive, initiative, resilience and respect.
9. Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people. Experience working and living in remote areas and/or aboriginal communities would be highly regarded.

## Key Performance Indicators

FUNCTIONS		
Focus	Key Performance Indicators	Key Performance Measures
Leadership	Provides effective HRM leadership for the Council and organisation	<ul style="list-style-type: none"> <li>• CEO satisfied that leadership meets the required standard</li> <li>• Feedback from peers, managers, employees and community members is generally positive</li> </ul>
Budget	Ensure the Human Resources department operates in line within the allocated budget.	<ul style="list-style-type: none"> <li>• Each quarter actual expenditure and revenue to match budgeted.</li> </ul>
Council Culture	Communication and collaboration with employees	<ul style="list-style-type: none"> <li>• Promote a collaborative, positive work and corporate environment through development of key procedures, guidelines, staff briefings and team building activities.</li> </ul>
Employee Capacity Building	A trained workforce and strong HRM governance	<ul style="list-style-type: none"> <li>• Develop a training schedule and support employees to engage in training opportunities</li> <li>• Develop and implement HRM and risk management training programs for staff to support HRM management capacity and skills.</li> <li>• Help organise specialist training required by the Executive Managers and the other Professional Stream Leaders being Finance, Governance and Administration.</li> <li>• Provide training programs to managers to support their management of staff• Implement capacity building programs to support staff progressing in Corporate Structure - such as acting arrangements, mentoring and shadowing.</li> </ul>
Employee Health	Promote employee health and well-being for a happy and productive workforce	<ul style="list-style-type: none"> <li>• Provision of evidence based health programs for staff, including but not limited to:               <ul style="list-style-type: none"> <li>○ Mental health, social and emotional well-being support, Stress and anger management programs</li> </ul> </li> </ul>

Work, Health and Safety	A safe working environment	<ul style="list-style-type: none"> <li>• Provide training in Work, Health and Safety</li> <li>• Supporting a safe and healthy work environment</li> </ul>
Employee Performance	Staff performance and retention	<ul style="list-style-type: none"> <li>• Updating skills audit to ascertain training needs within organisation</li> <li>• Supporting managers in annual performance reviews</li> <li>• Review of position descriptions</li> </ul>
Employee Management	Recruitment and management of staff	<ul style="list-style-type: none"> <li>• Roll-out of Human Resource Manual, including recruitment, performance management and performance appraisals</li> <li>• Training to staff on Human Resources procedures as detailed in manual</li> </ul>
Community Capacity Building	Provision of capacity building opportunities for community members	<ul style="list-style-type: none"> <li>• Working with Community Services and Infrastructure, Works and Projects, collaborate with local employment services to ensure job seekers are provided with training relevant to current and future Council's and community skill needs.</li> <li>• Collaborating with employment service providers to support both female and male job seekers through:</li> <li>• Council placements</li> <li>• Collaboration in Council projects</li> </ul>
Employee Tenancy	Safe accommodation	<ul style="list-style-type: none"> <li>• Ensure tenancy agreements are in place for employees</li> <li>• Ensure accommodation meets WHS needs in line with budget</li> <li>• Work with Grants and Business Development Manager to seek funding to implement WHS requirements for employee housing</li> </ul>
Staff Housing	Maintain safe and comfortable staff home environments	<ul style="list-style-type: none"> <li>• Receive, allocate and program repairs</li> <li>• Maintain up to date inventories</li> <li>• Ensure houses are equipped with furniture, fittings and equipment</li> </ul>

## CORPORATE RESPONSIBILITIES

### Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures.

### Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

### Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

### General

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws

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- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;
  - It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.
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### **ORGANISATIONAL RELATIONSHIPS**

Reports to:	Chief Executive Officer
Internal Liaison:	Chief Executive Officer, Executive Managers, Councillors, and all Kowanyama Aboriginal Shire Council employees.
External Liaison:	Local Government Association of Queensland (LGAQ) Local Government Workcare (LGW), Federal and state government agencies, statutory authorities, union organisers, members of the community

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### **MANDATORY REQUIREMENTS**

- Possession of a "C Class Driver Licence
  - Tertiary qualifications in human resource management or other relevant field would be an advantage but are not essential
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### **POSITION DESCRIPTION AUTHORISATION**

This position description is subject to change from time to time as Kowanyama Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties or reporting relationships shall be the subject of discussion and agreement with the position incumbent.