

## Position information

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<b>Position Title</b>	Chief People Officer
<b>Classification</b>	Senior Employee
<b>Reports to</b>	Director Corporate Services
<b>Division</b>	<b>Corporate Services</b>
<b>Department</b>	People and Culture

## Our strategic context

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### Strategic Alignment

Ensure we are aligning our culture, capability, capacity, and commitment to deliver the Council Plan community outcomes of “Love Where We Live”, Our People, Our Place, Our Promise.

### Vision Statement

One Bayside – delivering great outcomes for the community.

### How we work Together

#### Organisational Values

Reinforcing our commitment to a values driven organisation:  
**respect each other, find better ways, work together, own it**

#### Principles

We hold ourselves, and each other, accountable to our shared values, behaviours, and principles – they are our foundations and underpin all the work we do in achieving the Council Plan.

**Empowered** - staff are trusted and accountable.

**Collaborative** - foster an inclusive culture

**Innovative and Agile** - further creativity, growth and efficient ways of working

**Strategically Aligned** - set up for success and resourced to deliver the Council Plan

**Customer Focused** - customers are at the centre of everything we do

## Key responsibilities

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### **You are empowered to:**

- Lead the organisation's People & Culture strategy, including human resources, workforce planning, organisational development, and initiatives that build a values led, high performing culture aligned to the Council Plan, Vision and Principles.
- Provide strategic leadership across core HR disciplines, with a strong focus on employee relations, industrial relations and employment frameworks to support the business objectives with consistent, fair and compliant people decisions and outcomes.
- Champion occupational health, safety and wellbeing by partnering with leaders to strengthen safe systems of work, psychosocial safety, injury management and wellbeing initiatives, and to embed accountability for safety risk management across the organisation.
- Lead and develop the People & Culture team to deliver high-quality, timely and customer-centric services, building capability and accountability through coaching, performance management and continuous improvement.
- Act as a trusted advisor to the Executive Leadership Team and Senior Leadership Team, building effective internal and external partnerships to support strategic priorities and deliver outstanding customer and community outcomes.

## Success criteria

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### **To thrive in the position, you will need:**

- Demonstrated senior leadership experience leading a multi-disciplinary People & Culture/HR function and building high-performing teams.
- Proven senior level experience in aligning people strategies and culture with organisational purpose, vision, and goals, including driving and embedding change.
- Strong stakeholder management skills, with the ability to build trusted relationships and influence outcomes across all levels of the organisation and with unions and external partners.
- Proven capability in employee relations and industrial relations, including interpreting and applying relevant legislation, awards/agreements and policies, leading case management, and delivering practical, risk-based advice.

- Demonstrated knowledge across core People & Culture disciplines, including workforce planning, HR operations (including payroll), organisational development, learning and development, and occupational health, safety and wellbeing.
- A demonstrated commitment to building a safe and psychologically safe workplace, with experience embedding wellbeing and safety practices and supporting leaders to meet their OHS obligations.
- Financial acumen with the ability to effectively manage and deliver to budget, including forecasting and resource planning.

## Our Leadership Aspiration

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We lead with purpose to foster a culture of trust that enables collaboration, shared accountability and growth.

## Our Leadership Capabilities

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Bayside people leaders are expected to actively work towards our Leadership Aspiration by displaying and developing the Bayside leadership capabilities, outlined below. These capabilities are drawn from the Korn Ferry suite of leadership competencies. Bayside supports its leaders in building these capabilities and measuring their progress and impact.

- Instils Trust
- Builds Effective Teams
- Ensures Accountability
- Collaborates
- Customer Focus
- Drives Vision and Purpose

## What we are all responsible for

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### Code of Conduct

All employees are required to comply with the standards of behaviour that are outlined in the Code of Conduct. The Code of Conduct sets the expectations Council has of all employees, as well as the expectations that employees can have of Council. It helps us to understand our responsibilities in terms of:

- Dealing with Council Property
- Corporate Obligations
- Personal Conduct.

## **Customer Service**

We are committed to being a customer-focussed organisation that delivers excellent and effective customer service at all levels. By engaging with the community, delivering simplified processes, and exceeding expectations, we are committed to customer service that will be:

- Easy to deal with
- Empathetic
- Effective
- Trusted

## **Diversity, Equity and Inclusion**

We are focused on creating a psychologically safe culture where our people feel respected and free to speak up. A culture where:

- Inclusivity becomes a conscious standard practice.
- We have a safe workplace where people are respected, heard and valued.
- We have a thriving high-performance culture.
- We are able to achieve our strategic goals.

## **Safeguarding Children and Young People**

We are committed to building a culture that keeps children and young people we support and engage with safe from abuse through:

- promoting the safety and wellbeing of children and young people to whom we provide services
- ensure that our interactions with children and young people are consistent with the Safeguarding Children and Young People Policy and Safeguarding Children and Young People Code of Conduct
- speaking up and reporting any suspicions, concerns, allegations or disclosures of alleged abuse, by staff and those with whom we interact
- following policies and procedures for safeguarding children and young people.
- Maintaining a valid Working with Children Check

## **Workplace Health, Safety and Wellbeing**

- Read and comply with all OHS policies and procedures in relation to your OHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes and using the online hazards and incidents form.
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.

## **Sustainability**

- Demonstrate individual responsibility and commitment to sustainability by complying with Council's internal policies and guidelines.
- Champion sustainability and behaviour change to the rest of the organisation.
- Participating in staff initiatives and change campaigns to reduce impact on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement, and environmentally sustainable development (ESD).