



POSITION DESCRIPTION

Manager People and Culture

Local Government | People, Culture & Organisational Development

1. POSITION IDENTIFICATION

Position Title	Manager People and Culture	Position Number	[Insert position number]
Classification	Senior Executive Officer / Senior Employee	Reports To	Director Corporate Services / Director Corporate and Community Services
Directorate	Corporate Services / Corporate and Community Services	Budget Responsibility	[Insert operating budget]
Department	People and Culture	Direct Reports	[Insert number of direct reports]
Employment Status	Full-time, Permanent	Date Reviewed	[Insert review date]

2. POSITION PURPOSE

The Manager People and Culture sets the strategic direction and framework for all People and Culture activities, aligning Council's culture, capability and capacity with the Council Plan and organisational values. The role leads the delivery of human resources, workforce planning, organisational development, employee and industrial relations, and health, safety and wellbeing functions across the organisation.

As a trusted advisor to the Executive Leadership Team and Council, the role builds a values-led, high-performing culture and employment brand, supporting leaders across the organisation to grow the skills and capability of their people while delivering consistent, fair and compliant people outcomes.

3. KEY RESPONSIBILITY AREAS

Strategic People & Culture Leadership

- Lead the organisation's People and Culture strategy, including human resources, workforce planning and organisational development, aligned to the Council Plan, vision and values.
- Develop and deliver People and Culture strategic and business plans that optimise service levels, culture, employment brand and employee experience.
- Act as a trusted advisor to the CEO, Executive Leadership Team and Senior Leadership Team on people and culture matters, building effective internal and external partnerships.
- Motivate, lead and inspire the People and Culture team to provide high-quality, timely and customer-centric services to the organisation.

Employee & Industrial Relations

- Provide expert employee and industrial relations advice to organisational leaders, ensuring compliance with relevant employment legislation, regulations and instruments.
- Lead Enterprise Agreement negotiations, maintaining effective and constructive relationships with employees and their representatives.

- Lead case management of complex employee relations matters, including coaching line managers on performance and disciplinary concerns.

Organisational Development & Capability

- Design, develop and implement organisational development initiatives and programs, including an organisational learning and development plan.
- Manage all aspects of People and Culture policies, systems, processes and practices, ensuring a best-practice approach to employee services.
- Build the capability and accountability of the People and Culture team through coaching, performance management and continuous improvement.

Health, Safety & Wellbeing

- Develop, implement and maintain an effective organisational Occupational Health and Safety management system and innovative staff wellbeing solutions.
- Champion psychosocial safety, injury management and wellbeing initiatives, embedding accountability for safety risk management across the organisation.
- Partner with leaders to strengthen safe systems of work and support them in meeting their OHS obligations.

Workforce Planning & Financial Management

- Lead workforce planning to ensure the organisation has the capability and capacity to deliver on strategic priorities.
- Manage the financial operations of the People and Culture function, including budget forecasting and resource planning.
- Utilise people data and systems to provide performance reporting, insights and recommendations to organisational leaders.

Governance & Compliance

- Ensure Council's Code of Conduct is adhered to at all times and that all people-related reporting requirements are completed accurately and on time.
- Ensure compliance with equal opportunity, child safety and wellbeing, risk management policies and procedures, and the Charter of Human Rights.
- Ensure information about the activities and direction of the People and Culture function is communicated clearly to managers and staff.

4. ORGANISATIONAL RELATIONSHIPS

Reports To	Director Corporate Services / Director Corporate and Community Services
Direct Reports	Coordinator People and Culture, People and Culture Advisors, and specialist project roles (e.g. Family Violence Prevention, OHS, Learning & Development)
Internal Contacts	Councillors, CEO, Executive and Senior Leadership Teams, Managers and all Council employees
External Contacts	Auditors, external contractors, unions and employee representatives, government departments and agencies, professional bodies, the general public

5. ACCOUNTABILITY & EXTENT OF AUTHORITY

- Undertakes delegated authority for the People and Culture function in accordance with Council policy.
- Responsible for the efficient and effective management of the People and Culture team to meet the needs of Council and the community, in line with Council Plan objectives.
- Manages the services and activities of the department in accordance with all relevant legislation and industry best practice.
- Prepares business plans, service plans, performance development plans and performance indicators for the department, consistent with Council's organisational planning framework.

6. JUDGEMENT & DECISION MAKING

- Exercises a high degree of autonomy in program development and case management, having regard to Council policies, objectives and budgets.
- Applies sound, pragmatic decision-making skills to complex and sometimes conflicting priorities, translating corporate goals into practical people and culture outcomes.
- Provides consistent, fair and compliant advice and risk-based recommendations on complex employee relations, safety and workforce matters.

7. QUALIFICATIONS, EXPERIENCE & SPECIALIST SKILLS

- Tertiary qualifications in Human Resource Management, Industrial Relations, Business or a related discipline, with several years' relevant experience, or extensive equivalent HR experience with a proven track record.
- Substantial senior leadership experience in local government or the broader public sector, leading a multi-disciplinary People and Culture / HR function.
- Significant employee and industrial relations experience, including interpreting and applying relevant Awards, legislation and enterprise agreements.
- Demonstrated knowledge across core People and Culture disciplines, including workforce planning, HR operations, organisational development, learning and development, and OHS and wellbeing.
- Financial acumen, with the ability to manage and deliver to budget, including forecasting and resource planning.
- Current driver's licence valid in Victoria.

8. KEY SELECTION CRITERIA

- Demonstrated senior leadership experience leading a multi-disciplinary People & Culture/HR function and building high-performing teams.
- Proven experience aligning people strategies and culture with organisational purpose, vision and goals, including driving and embedding change.
- Significant employee and industrial relations experience, including case management of complex or sensitive matters and coaching line managers.
- Strong stakeholder management skills, with the ability to build trusted relationships and influence outcomes across all levels of the organisation, including with unions and external partners.
- Demonstrated commitment to building a safe and psychologically safe workplace, embedding wellbeing and safety practices across the organisation.
- Highly developed communication, negotiation and interpersonal skills, with sound judgement and the ability to inspire and drive organisational performance.

9. CONDITIONS OF EMPLOYMENT

Conditions of employment are in accordance with the relevant Council Enterprise Agreement and Council policies and procedures, and are subject to:

- A satisfactory National Police Record Check.
- A current Working with Children Check.
- A satisfactory pre-employment medical examination, at Council's expense.

This Position Description is intended to describe the general nature and level of work performed by the incumbent. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required, and may be varied by Council from time to time.

Prepared by GEM Executive — a boutique executive search and recruitment firm specialising in local government and not-for-profit placements across Victoria.