



Position Description

Human Resource Manager

Award:	West Wimmera Shire Council Enterprise Agreement 2021
Classification:	Band 8
Name of Occupant:	Vacant
Employment Status:	Full-time, Fixed-term (12 months)
Location:	Edenhope or Kaniva



Accountability Statement

This position is responsible for:

- a) Ensuring compliance with relevant legislation with regard to employment.
- b) Managing the end to end employment lifecycle.
- c) Developing and implementing a workforce plan

Position Objective

The Officer will be responsible for:

- a) Providing timely, accurate advice, education information and support to management and staff on a broad range of Human Resource Management related policies, procedures and issues.
- b) Overseeing the development, management and delivery of Council's corporate training program (not including OHS training).
- c) Effectively managing organisational processes including recruitment, selection, onboarding, induction and performance review and management.
- d) Contributing to structured learning within the organisation by leading the development and facilitation of corporate training programs.
- e) Ensuring that Human Resource documentation is recorded and managed in accordance with the PROV standards, information privacy principles and legislation.

Key Responsibility Areas

Recruitment, Selection and Induction

- a) Manage the recruitment and selection of staff in accordance with the Human Resource Policy and Guidelines.
- b) Oversee the on boarding process ensuring all employee agreements meet legislative and organisational requirements.
- c) Manage the development and implementation of Council's Learning Management System for induction and ongoing training.

Industrial Relations

- a) Provide advice and guidance to the leadership team on industrial relations matters.
- b) Draft all letters in relation to industrial relations and human resource matters on behalf of the Leadership Team.
- c) Be the lead on all industrial relations negotiations with unions and legal representatives, including the negotiation and implementation of the Enterprise Agreement.

Employee and Management Support

- a) Work with the Occupational Health Safety and Risk Coordinator to provide assistance, advice and to seek support for employees of Council.
- b) Provide support as required to the Occupational Health Safety and Risk Coordinator with the return to work process, investigation matters and fit for work process implementation, and act as Return to Work Coordinator in their absence.

- c) As delegated by the CEO conduct internal investigations arising from grievances and external and internal complaints.
- d) Chair the Consultative Committee Meetings. Compile and distribute the Agenda and Minutes.

Workforce Performance and Conduct

- a) Coordinate annual review process, in conjunction with Human Resource and Payroll Officer
- b) Manage any staff conduct issues in accordance with relevant HR Manual guidelines

Policy and Supporting Documentation

- a) Responsible for the development and review of the Council's Workforce Plan.
- b) Responsible for updating and managing the Organisational Structure of Council.
- c) Coordinate Council's compliance with the Gender Equality Act.
- d) Responsible for developing, implementing and monitoring the Employee Code of Conduct, Human Resource Policy and Guidelines Manual and other Human Resource and Industrial Relations policies, procedures and guidelines as required by legislation.
- e) Oversee the management of the Secondary Employment register.

Payroll

- a) Oversee the Council's payroll process, ensuring compliance with legislation and industrial relations guidance.
- b) Check and verify the integrity of the fortnightly payroll calculations.
- c) Oversee the calculation and remittance of Council's superannuation payments.

Budget

- a) Responsible for the review and monitoring of the Human Resource budget, including corporate training.
- b) Procure contractors and consultants within budget and delegation.

Leadership

- a) Provide leadership across the organisation by continuously promoting the values of the Council.
- b) Model and communicate expected behaviours as outlined in the Employee Code of Conduct.

Occupational Health and Safety (OHS) and Risk Management

Managers have the delegated authority from the Manager to ensure that the Health & Safety systems are developed, implemented and maintained for that business unit, and to:

- a) Demonstrate a commitment to Health & Safety management and support management of the business unit.
- b) Lead staff in their areas to ensure health and safety targets are met.
- c) Consult with affected members of staff when contemplating changes or reviewing practices in the workplace.
- d) Immediately notify the OHS Coordinator in the event of an injury, incident or near miss with a potential to cause serious injury.

- e) Report all incidents in accordance with procedures.
- f) Review Health & Safety reports.
- g) Ensure their staff are trained in a manner to allow them to carry out their work in a safe manner.
- h) Review the business unit's Health & Safety System Audit Reports.
- i) Ensure compliance with procedures.
- j) Ensure risk assessments are completed as appropriate for all tasks and equipment.
- k) Actively participate in the rehabilitation and RTW programs for injured staff.

Child Safe Standards

West Wimmera Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

Accountability and Extent of Authority

- a) Provide advice on all human resource and industrial relations matters to managers, the CEO and senior management.
- b) Freedom to act is subject to professional review from the CEO. Actions and advice may have a significant effect on employees and/or Council.
- c) Responsible for policy development within the area of Human Resources, Industrial Relations, and Payroll which includes the development of strategic plans.
- d) There is a wide range of freedom to act and the decisions and work undertaken may have a substantial impact on the organisation or community.

Judgment and Decision Making

- a) Work is specialised with methods and procedures developed from theory and or precedent.
- b) Problem solving may involve identification and analysis of an unspecified range of options.
- c) Ability to work independently with limited guidance
- d) Work generally involves both problem solving and policy development holistically
- e) Required to typically analyse and identify an unspecified range of options when making decisions.
- f) Identification and development of policy for senior management where required.

Specialist Skills and Knowledge

- a) Proficient in the application and interpretation of legislation
- b) Understanding of the legal, socio-economic and political context of the organization.
- c) Developed IT systems knowledge
- d) Advanced understanding of organisational culture and change management
- e) Analytical and investigative skills
- f) Workforce planning skills
- g) Advanced industrial relations knowledge and experience

- h) Sound knowledge of budgeting and accounting/financial procedures in order to manage budget objectives and requirements.

Management Skills

- a) Skills in managing own time, setting priorities and planning and organising own work.
- b) Management skills to achieve goals and objectives are essential
- c) Ability to achieve specific objectives within available resources and timetable.
- d) Able to implement Equal Employment Opportunity, Occupational Health and Safety and training and development of staff
- e) Able to implement personnel policies and practices including awards, Equal Employment Opportunity and Occupational Health and Safety policies, recruitment and selection procedures and techniques, position descriptions and staff development schemes.
- f) Ability to develop long-term staffing strategies, with the ability to manage tertiary qualified staff.

Interpersonal Skills

- a) Ability to communicate diplomatically with the employees, the public, governing bodies, contractors and consultants in difficult and sensitive situations.
- b) High level verbal and written communication skills.
- c) Ability to provide empathetic support and guidance to staff
- d) Capacity to provide clear information in response to inquiries.
- e) Advanced negotiation skills, with the ability to persuade and convince stakeholders.
- f) Ability to network with counterparts in other organisations to discuss specialist matters and within the organisation to resolve intra-organisational problems.
- g) Ability to lead, motivate and develop employees.

Qualifications and Experience

- a) Degree with relevant experience in Human Resource Management or post graduate qualifications or lesser formal qualifications with extensive and diverse experience, or intensive specialist experience.
- b) Experience in Human Resource Management and Industrial Relations.

Conditions of Employment

- a) As part of West Wimmera Shire Council's recruitment and selection process, a satisfactory Police Check and Working with Children's Check (Vic) is required for this position.
- b) Current Victorian Driver's License.
- c) Will be required to work across both the Kaniva and Edenhope Offices.

Key Selection Criteria

- a) Degree qualification in Human Resources, related fields, or assessed equivalent qualifications and experience.
- b) Demonstrated experience and competence in a previous human resources role.
- c) Knowledge and ability to apply employment related legislation and interpret awards.

- d) Demonstrated ability to provide advice to management and staff within relevant legislation and Council policy.
- e) Demonstrated ability to resolve workplace grievances through the application of conflict resolution skills.
- f) Demonstrated ability to lead the recruitment process, at all levels of the organisation.
- g) Demonstrated discretion and the ability to maintain confidentiality.

Organisational Relationships

Reports to: Director Corporate and Community Services

Supervises: HR and Payroll Officer

Internal Liaisons: Directors
Managers
Councilors
All Council Staff

External Liaisons: Ratepayers and general public
Government bodies
Contractors
Specialist advisors

Equal Opportunity

West Wimmera Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, and vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

Personal Health Information

Personal and Health Information collected by Council is used for recruitment and if the applicant is successful will be used for Human Resources. The Personal and Health Information will be used solely by Council for this purpose and/or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Employee Approved

PD Review Date	Name	Signature

Approved By

PD Review Date	Position	Name
May 2025	Human Resource Manager	Janet Watt
May 2025	Director Corporate and Community Services	Dalton Burns