



CAMPBELLTOWN
CITY COUNCIL

CANDIDATE BRIEFING NOTES

Manager People and Culture,
Campbelltown City Council



ABOUT CAMPBELLTOWN CITY COUNCIL...

Campbelltown City Council encompasses a significant area in Adelaide's inner eastern suburbs and is bounded by the River Torrens, the Adelaide Hills and the Cities of Tea Tree Gully, Burnside, Norwood Payneham and St Peters and Port Adelaide Enfield. The Council is home to an approximate population of 57,000 residents, and is committed to providing services to the community in the most cost-effective manner possible, all while constructing and properly maintaining vital infrastructure for the benefit of existing and future generations.

Composition of Council

The Council consists of an elected Mayor and 10 elected Councillors. Made up of five wards; Gorge, Hectorville, Newton, River and Woodforde, each Ward is represented by two Councillors. Council is also overseen by the Chief Executive Officer and three General Managers; Corporate Services, Community Connections and Infrastructure, Planning and Sustainability Services.

VALUES:

Leadership

- Lead by example
- Give clear direction
- Be engaging and inspiring
- Be goal oriented and innovative
- Be adaptable and flexible

Teamwork

- Collaborate and cooperate with team members
- Share knowledge and information
- Share goals and responsibility

Respect

- Show tolerance and acceptance of others
- Show care and consideration of team members and customers
- Value others and their contribution

Customer Focus

- Provide a professional and positive experience to both internal and external customers
- Make our customers feel welcome by being friendly and patient
- Listen and show empathy to the needs of all customers
- Provide accurate information and follow through on enquiries

Integrity

- Act honestly and ethically in all dealings
- Be open and transparent in decision making
- Represent the organisation in a professional way
- Be accountable for your own work and decisions

Further information about Campbelltown City Council can be found by visiting their website: <https://www.campbelltown.sa.gov.au/>



POSITION DESCRIPTION...

Job Title	Manager People and Culture
Reports to	General Manager Corporate Services
Direct Reports	1.8 FTE; Payroll Officer and People & Culture Advisor
Department/Section	Executive Services

ORGANISATIONAL RELATIONSHIPS

Chief Executive Officer (CEO); General Managers; Managers; other Council staff including professional/industry associations, consultants and legal professionals; government organisations; and members of the public.

OBJECTIVES

The Manager People and Culture plays a proactive role in managing culture and is responsible for leading the People and Culture team in the delivery of quality human resource and organisational development processes and services.

KEY RESPONSIBILITIES

- Oversee the effective and efficient management of the functional areas of employee relations, recruitment, payroll, learning and development, organisational development, employee engagement surveys and other initiatives to ensure the organisation is well resourced to meet its current and future objectives through its people
- Provide advice and support to the CEO, Executive Management Team (EMT) and all People Managers
- Develop, nurture and enable a results-oriented, value-driven organisational culture to successfully engage with staff across all levels of the organisation to support the delivery of the Strategic Plan
- Explore, in consultation with the EMT, innovative and contemporary human resource and leadership strategies to meet workforce needs
- Lead the development and implementation of plans, policies, strategies and key projects for the EMT
- Oversee and provide guidance and support to deliver individual and broad employee relation outcomes including disciplinary matters and investigations
- Create organisational development strategies focussing on leadership and engagement and the measurement of outcomes through the employee engagement survey
- Attend and participate in Management and Committee meetings as required including chairing the People and Culture Strategic meetings with the EMT
- Provide specialist advice, guidance and support regarding current industrial award provisions, legislative matters and change management processes
- Facilitate the process of enterprise bargaining negotiations
- Undertake remuneration/classification reviews, provide recommendations and support corporate leaders in communicating decisions
- Build strong internal relationships, maintain visibility and connections across all the various work sites to enable the delivery of services and ongoing open dialogue
- Foster external relationships and networks to create effective partnerships and build professional knowledge and expertise
- Prepare, manage and monitor annual budgets for the People and Culture Department
- Act as Council's Safety Contact Officer in relation to the Children and Vulnerable Persons' Safety & Wellbeing Policy and Public Interest Disclosure Policy



POSITION DESCRIPTION...(CONT'D)

KEY RESPONSIBILITIES (cont'd)

Performance/Skill Standards

Demonstrate commitment to organisational values at all times

Work Health and Safety

In relation to Work Health and Safety (WHS), the Manager is responsible and accountable for:

- Taking reasonable care for their own health and safety
- Taking reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the *Work Health and Safety Act 2012*
- Cooperating with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety in the workplace that has been notified to workers
- Carrying out their roles and responsibilities as identified in the WHS Program, Policies and Procedures including taking reasonable care to protect the health and safety of both themselves and others in the workplace
- Participating in training to assist them to fulfill their WHS roles and responsibilities as identified in the relevant WHS Program, Policies and Procedures
- Ensuring workplace risk controls are implemented and maintained within their areas of responsibility

SELECTION CRITERIA

Skills

- Interpersonal skills to positively build effective working relationships, drive engagement, motivate staff and influence culture
- Strong technical knowledge and demonstrated experience in managing, and providing advice on Industrial Relation (IR) issues
- Strong people management and leadership skills
- Demonstrated ability to work and gain the necessary commitment and support from diverse stakeholders
- Sound business planning, organisational, financial and administrative skills
- Proven track record in the design and implementation of cultural improvement programs and processes
- Ability to recognise problems/issues and analyse, formulate and implement appropriate solutions
- Strong customer service experience
- Strong working knowledge of:
 - Contemporary Organisational Development practices
 - Interpretation of awards and industrial legislation
 - Employment related Acts and legislation
- Proficiency in the use of Microsoft Office software



POSITION DESCRIPTION...(CONT'D)

SELECTION CRITERIA (cont'd)

Experience and/or Qualifications

- Bachelor's degree in Human Resource Management or a related specialist discipline
- Minimum 5 years' experience relevant to the role including effective management of multi-site teams (desirable)
- Demonstrated experience in conflict resolution and negotiations that require high level communication and planning
- Demonstrated experience as a Human Resource/Organisational Development (HR/OD) Manager across a range of organisational development functions within a medium to large organisation
- Experience managing organisation-wide HR/OD projects
- Experience in Enterprise Bargaining negotiations (desirable)
- Local government experience in an HR/OD related area (desirable)

ROLE REQUIREMENTS

Special Conditions

Must be willing to work flexible hours including out of hours work as required.

Risk Management

Comply with Council's Risk Management Policy and Risk Management Framework to protect the interests of residents and the general public.

Council Policies and Procedures

Understand and comply with Council's Policies and Procedures at all times (including but not limited to the *Equal Employment Opportunity Act 1984* and Code of Conduct for Employees).

Code of Conduct for Employees

Understand and comply with Council's Code of Conduct for Employees and other related policies and procedures.

Records Management

The incumbent is responsible for adequately managing the official records they create and receive according to relevant legislation, policies and procedures.

Continuous Improvement Program

Commitment and contribution to Council's Continuous Improvement Initiatives.



POSITION DESCRIPTION...(CONT'D)

ROLE REQUIREMENTS (cont'd)

Confidentiality Clause

Security and confidentiality is a matter of concern for all persons who have access to information systems. Each person accessing Campbelltown City Council documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard:

- Respect the privacy and rules governing the use of any information accessible through the information management system or network and only utilise information necessary for the performance of work duties
- Respect the procedures established to manage the use of the information management and systems
- Not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through the position
- Not access, exhibit or divulge the contents of any records or reports except to fulfill work duties
- Not knowingly include or cause to be included, or exclude or cause to be excluded, in any records or reports, an inaccurate or misleading entry
- Ensure that documents and resources accessed through the information management system containing sensitive and/or confidential employee information will only be disclosed to those authorised to receive it
- Not release logon or password details to anyone else, or allow anyone else to access or alter information using another employee's details
- Understand that all access to the system will be audited regularly

Persons breaching this standard either during or after serving as an employee of the Campbelltown City Council, may be subject to penalties, including disciplinary action and dismissal.



LEAD CONSULTANTS...

Confidential telephone enquiries are welcome on (+618) 8212 0999:



TESS SHAW
Recruitment Consultant

ALL ENQUIRIES AND APPLICATIONS ARE TREATED WITH THE STRICTEST LEVEL OF PRIVACY AND CONFIDENTIALITY.

HOW TO APPLY...

Please visit <https://www.stillwellmanagement.com.au/jobs> and select '**Manager People and Culture**' to view the full advertisement.

Click 'Apply Online' and complete the online form (paying special attention to questions marked with an asterisk), and attach:

- your current CV/resume, and
 - your CV should include details of your full employment history as well as a detailed synopsis of your key responsibilities and achievements of the positions you have held over the last 10-15 years, or as relevant to the role you are applying for
- a one-to-two-page Cover Letter addressed to the Consultant(s) listed above, highlighting your ability to demonstrate the skills and attributes required of the successful appointee

Immediately you will receive a receipt of your application and we ask that you verify your email address per the link in the email to ensure we are able to communicate with you using your correct details. If you do not receive this email, please check your junk inbox.

