

# Position Description



Position Title	Manager HR Services
Group	Workforce Management
Reports to	Chief People Officer
Grade	12
Date reviewed	July 2024

## Primary Purpose

Support the HR services provision of the Workforce department in order to enable the delivery of the principal activities of the Delivery Program, Operational Plan and agreed service levels and contribute to the strategic direction of Council.

## Departmental Portfolio

The indicative functions of the portfolio for this position include:

- HR Business Partner Services
- Recruitment
- Payroll






As a member of the Management Team, the incumbent will exemplify Council's vision: "A Trusted Community Partner", and promote the values: Solutionary, Together, Accountable, Innovative, Caring, to guide decisions, actions and conduct.

## Key Accountabilities

- Support the Chief People Officer to translate the strategic direction of HR Management services into operational priorities and coordinate line support for delivery
- Manage the Service Delivery function and coordinate the prioritisation, planning and execution of business as usual activities including Business Partner Services, Payroll and Recruitment
- Provide the HR team members with the resources to enable them to inform, advise and guide management on best practice approaches to optimise employee talent and engagement
- Set goals and performance measures for the portfolio that link organisational priorities to service delivery
- Facilitate the collection of data and statistics to inform standard and ad-hoc reports, advice, briefings, presentations and correspondence in response to issues, inquiries or management reporting requirements

- Coordinate the delivery and maintenance of policies, procedures and programs that align workplace culture and workforce capability
- Manage resources (time, finances, assets and people) to deliver the principal activities of the Delivery Program and Operational Plan.
- Deliver the services of the department portfolio according to legislation, adopted strategies and plans to meet organisational priorities.
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions
- Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity

The employee is required to undertake any other duties, projects or tasks as directed by the Chief Workforce Officer, which are within his/her/their skills, competence and training.

Position Capabilities		
Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Advanced
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Advanced
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Advanced
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Adept
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	Advanced

### Essential Criteria

1. Degree qualification in Management, Human Resources or a related discipline with demonstrated contemporary experience in a similar role; or contemporary experience in a similar role, coupled with ongoing professional development to support contemporary knowledge
2. Experience working across a wide range of human resource service delivery areas, specifically, Business Partner Services, payroll and recruitment with experience coordinating services at an operational level
3. Experience developing strategic organisational reports
4. Demonstrated ability to coordinate multiple projects that drive staff engagement and support culture change
5. Demonstrated ability to interpret and apply relevant legislation
6. Proven ability to engage with and influence internal and external stakeholders to achieve fit-for-purpose outcomes that drive the achievement of strategic goals
7. Proven track record leading, developing and supporting staff to achieve work targets and objectives efficiently and effectively
8. Current Class C drivers licence.

### Desirable Criteria

1. Experience working in the Local Government Sector
2. Specific experience contributing to the development of a strategic talent management strategy
3. Confidence in the identification of development pathways and design of the resulting solutions to enhance organisation capability
4. Experience in the development of organisation wide Key Performance Indicators

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the requirements and accountabilities of this position.

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Name (please print)

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Signature

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Date