

# Manager People and Safety

## Corporate and Commercial Services

### People and Safety



**Position Number**      **HR4207**

### About the role

The **Manager People and Safety** is responsible for the operational management of the People and Safety team, including overseeing Council's human resource, health and safety and payroll functions, to deliver a high standard of customer service.

The **Manager People and Safety** provides day-to-day leadership and guidance to the broader team, supporting the delivery of a high standard of excellence in workplace health and safety, people systems, services and practices covering the end-to-end employment lifecycle. In addition, the role:

- provides professional and technical expertise, advice and support to the Chief People Officer in the areas of generalist HR and Workplace Health and Safety advice.
- leads the implementation and monitoring of renewed performance review appraisal process.
- leads disciplinary processes (performance and conduct) and workplace investigations.
- manages employee relations issues including the interpretation of employment legislation and industrial instruments, including the Enterprise Agreements and modern awards.
- leads and contributes to policy development, consultation and implementation.
- assists the Chief People Officer with the development, consultation and implementation of major organisational changes and Council wide initiatives.
- delivers projects and activities across Council in accordance with '*Making a Better Burnie 2044*', and other objectives.

The **Manager People and Safety** works closely with Business Unit Managers to deliver best practice human resources and health and safety support ensuring the correct and compliant application of our human resources and health and safety policies, procedures, and practices to build and maintain a constructive and safe workplace culture. The role requires an approachable, constructive member of the team with the ability to self-manage your own workload, prioritise matters and carry out tasks independently, whilst pursuing continuous improvements in quality, excellence, culture and engagement.

## Role specific accountabilities

- Lead and motivate a diverse range of people in the achievement of goals, ensuring the requirements and objectives of the business unit are met by overseeing effective coordination of people and resources.
- Provide HR expertise on a range of operational initiatives to ensure the effective implementation and monitoring of the functional areas within your remit.
- Provide WHS expertise to assist Council to maintain compliance to relevant safety legislation, associated regulations and Codes of Practice through the application of documentation, systems and processes, workforce training and awareness.
- Coach and support Business Unit Managers and People Leaders to address knowledge, skills or behavioural development needs (for themselves or for others), enhancing Council's culture, growing people, health and safety competence and building internal leadership and technical capability.
- Maintain awareness of contemporary HR, IR and WHS practices and reflect in recommended updates to policies and procedures.
- Take a practical approach to deliver fit for purpose People and Safety support, with the ability to implement and 'roll up your sleeves' where necessary to bring operational and strategic plans to life.
- Undertake people leadership activities by completing and supporting annual review processes, succession planning, leave management and training requirements.
- Monitor and oversee People and Safety's intranet pages for content and learning resources ensuring their currency.
- Monitor and oversee Council's Corporate Document Framework and associated activities.
- Do the right thing for the long term, take time to listen, learn and adapt to meet the needs of our community.
- Identify and recommend opportunities for continuous improvement initiatives within your team and across the organisation.
- Work co-operatively to achieve shared goals, ensuring a high standard of service delivery.
- Actively participate in organisational change and support others to do the same.
- Foster and enhance a constructive and positive working environment.
- Act as a brand ambassador for Council and positively promote Council initiatives and activities.
- Any other duties as reasonably directed.

## Enterprise specific accountabilities

All employees have enterprise wide accountabilities for which they are responsible. These include:

- Taking care of your own health and safety and the health and safety of other people.
- Developing partnerships, policies and practices to ensure Council operates efficiently and effectively to ensure our sustainability for the future.
- Complying with all obligations necessary including abiding by relevant laws, legislation, regulations, standards, codes and Council's policies and procedures, in particular Council's **Code of Conduct**.
- Demonstrating constructive behaviours in line with Council's **Behaviours Framework** to build and nurture a strong and positive workplace culture that embraces teamwork, diversity, inclusion and shared values.
- Contributing to the achievement of Council's overall strategy and operating deliverables including '*Making a Better Burnie 2044*'.
- Taking a customer-centric focus in everything that you do, delivering positive outcomes for the Burnie community for now and future generations.

## To be successful

- Tertiary qualifications in Human Resource Management, Workplace Health and Safety or similar discipline.
- 5-10 years' experience working within a contemporary business environment of a medium sized organisation, with exposure in human resources or health and safety related objectives and outcomes.
- Solid experience in the development and implementation of contemporary People practices, policies and processes.
- Demonstrated ability to promote positive people, health and safety cultural aspirations within a diverse environment, ensuring the overall health and wellbeing of employees is proactively managed and supported.
- Demonstrated ability to interpret awards, agreements, relevant legislation and internal policies and procedures to ensure accurate response and information.
- Knowledge and understanding of legislation, guidelines and standards relevant to employment and WHS matters.
- Experience in general health and safety, policies and practices including familiarity with current legislation, guidelines and contemporary WHS management practices.
- Sound analytical, time management and problem-solving skills.
- Exceptional interpersonal skills to influence others; provide clear and concise advice, guidance, coaching and intervention as required.
- Sound understanding of and practical experience with performance management processes.
- Sound understanding of and practical experience with investigating complaints and grievances.
- Facilitating workshops on various learning events and designing learning programs.

- Ability to work autonomously and have a high level of self-direction in work tasks.
- Style versatility to successfully engage at all levels of Council.
- High-level computer skills in the Microsoft Office suite including Word, Excel and the ability to acquire knowledge of Council specific programs.
- A sound working knowledge of local government or Council activities and processes would be advantageous.
- Current drivers licence.

## Who you will work with

<b>Reports to:</b>	Chief People Officer
<b>1-Up Leader:</b>	Director Corporate Services
<b>Leads:</b>	<ul style="list-style-type: none"> <li>• People Systems Coordinator (PD-CCS-HR-006)</li> <li>• People Services Coordinator (PD-CCS-HR-003)</li> <li>• People and Safety Officer (PD-CCS-HR-012)</li> <li>• People and Safety Administrator (PD-CCS-HR-007)</li> </ul>

All employees are expected to assist the organisation in achieving strategic and operational objectives, by working collaboratively and inclusively with all internal and external stakeholders, effectively communicating and building trust through mutual respect and accountability.

Organisational leaders are expected to consistently display constructive leadership behaviours and to develop their people through coaching, capability and empowerment. Leaders have the independence and autonomy to lead, prioritise, and allocate work to achieve those outcomes.

## Other important information

<b>Location:</b>	City Offices	
<b>Employment type:</b>	Full-time	
<b>Hours:</b>	38 hours per week or as otherwise negotiated	
<b>Employment Category:</b>	<input type="checkbox"/> Enterprise Agreement	<input checked="" type="checkbox"/> Individual Contract
<b>Classification:</b>	By Negotiation	

- Council is a child safe organisation and adheres to the Tasmanian Child and Youth Safety Standards and related legislation.
- From time-to-time, you may be provided with or use equipment that contains electronic monitoring devices.

**Other employment information can be found here:** <https://www.burnie.tas.gov.au/Council/Jobs>