

## Manager People & Safety

<b>Position Number:</b>	20008
<b>Division:</b>	People & Safety
<b>Reporting To:</b>	Chief Executive Officer
<b>Direct Reports:</b>	3
<b>Industrial Instruments:</b>	Contract

At Cassowary Coast Regional Council, we are guided by our core values of Grow Our Own, Be Courageous, Accountable to our Community, Make it Better and Work Smarter.

Our vision “Cassowary Coast: the Most Liveable Tropical Community” reflects our deep pride in serving this unique region.

### ABOUT THE POSITION

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Council’s leadership team have several key focus areas: Healthy Communities, Liveable Places, Sustainable Environments, Thriving Economy and Good Governance. Through these key strategic pillars and as part of the Executive Leadership team this role will drive effective work practices, a safe work environment and the transformation of culture, to develop and maintain an engaged work environment with a community and customer focus.

This key leadership position is at the forefront of cultural, organisational development and transformation of the business. A Human Resource generalist position overseeing Workplace Health & Safety, Return to Work, Industrial Relations, Recruitment, Remuneration and Learning and Organisational Development whilst delivering on a People & Safety strategic workforce plan to complement the over-arching business goals and to deliver a people management infrastructure that is owned by the line managers.

The Manager People and Safety will be a reliable source of guidance and will partner with the broader Executive team to develop and execute tailored strategies and solutions to assist with the program of organisation transformation and enhancement of overall performance. The role builds trusted and credible relationships with its stakeholder group, facilitating their own development and in turn, their broader teams. The role will inspire competent people and safety practice at all levels of the organisation.

The role will drive the CCRC as an employer of choice, creating an innovative and sustainable platform of leading People practices across all elements of the employment lifecycle.

### Key Result Areas

- Through the People and Safety team, provide a strategic function that facilitates improved operational People & Safety outcomes
- CCRC is considered an employer of choice and has innovative and sustainable platforms of leading People practices across all elements of the employment lifecycle.
- Trusted and credible relationships exist with stakeholder groups where they are also facilitating their own development and in turn that of their broader teams.

- Visible partnerships valued by the broader Executive team exist along with tailored strategies and solutions which are being executed and are proving measurable organisation transformation and enhancement of overall performance, consistent with the Council's vision and business goals.
- Self Service and business intelligence reports support the strategic objectives of the business through effective management of the Human Resource Information System (HRIS)
- Good employee and union relationships exist through innovative Industrial Relations solutions and practices and Council is compliant with the Industrial Relations Act and Awards.
- A comprehensive and contemporary program of organisational development services complimenting the organisations transformational and strategic agenda exists.
- A framework for organisational design exists which supports the Council's direction of flatter, service orientated structures (rather than functional).
- Workforce planning, succession planning and talent management are integrated into Council's planning process and are actioned, resulting in least cost/least risk outcomes.

### Key Accountabilities

- Develop, and deliver the department's plans, strategic direction, operations, and business plans effectively and on time
- Lead the delivery of all People and Safety functions, policies, and procedures effectively and efficiently to all of Council's internal and external customers
- Lead, empower, coach and mentor staff within the Department and ensure all team members are held accountable for delivery of their key objectives, initiatives, and targets in accordance with their achievement and development plans
- Coach and mentor the executive in all aspects of the delivery of a distributed People & Safety capability.
- Support the Executive to unlock people and organisational potential.
- Continually develop and innovate the People & Safety initiatives that support the performance improvement of the organisation.
- Collaborate with the Executive Team to ensure the broader business needs are well supported by the People & Safety capability and capacity of the organisation.
- Build capability, capacity and confidence across the organisation to executives and managers to take ownership of change and improvement initiatives and to lead their people and the business-related people issues.
- Deliver a comprehensive program of Organisational Development that is focused on targeted enhancement of existing capability and capacity and future proofs the organisation.
- Lead with purpose and by example to coach, mentor and develop the Executive, the managers and team members to actively promote CCRC review outcomes and change practices.

### ABOUT YOU

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As a member of the Leadership team at Cassowary Coast Regional Council you will model, and influence behaviours aligned with Council's Values of Grow Our Own, Be Courageous, Accountable to our Community, Make it Better and Work Smarter and the Code of Conduct for Council Employees in all interactions with internal and external stakeholders.

The leadership competencies you will demonstrate that are specific to this position include:

## Vision

Lead strategically	<i>think critically &amp; act on the broader purpose of the system</i>
Stimulate ideas & innovation	<i>gather insights &amp; embrace new ideas &amp; innovation to inform future practice</i>
Lead change in complex environments	<i>embrace change &amp; lead with focus and optimism in an environment of complexity and ambiguity</i>
Make insightful decisions	<i>make considered, ethical &amp; courageous decisions based on insight into the broader context</i>

## Results

Develop & mobilise talent	<i>strengthen &amp; mobilise the unique talents &amp; capabilities of the workforce</i>
Build enduring relationships	<i>build &amp; sustain relationships to enable collaborative delivery of customer-focused outcomes</i>
Inspire others	<i>inspire others by driving clarity, engagement, &amp; a sense of purpose</i>
Drive accountability & outcomes	<i>demonstrates accountability for the execution &amp; quality of results through professionalism, persistence and transparency</i>

## Accountability

Foster a healthy & inclusive workplace	<i>foster an inclusive workplace where health, safety &amp; wellbeing are promoted &amp; prioritised</i>
Pursue continual growth	<i>pursue opportunities for growth through agile learning &amp; development of self-awareness</i>
Demonstrate sound governance	<i>maintain a high standard of practice through governance &amp; risk management</i>

## Skills and experience


- Tertiary qualifications in Business or Human Resource Management and/or significant leadership experience in Human Resources, People & Culture or related fields in a medium-to-large multidisciplinary business.
- Demonstrated ability to creatively influence, navigate ambiguity and lead change initiatives.
- Demonstrated track record in transforming People & Culture functions to a strategic value add capability.
- Demonstrated ability to develop and manage Health, Safety & Wellbeing strategies designed to enhance business culture and needs.
- Broad knowledge and understanding of Occupational Health & Safety and Human Resource policy compliance requirements.
- Significant experience in capability workforce planning, succession planning and talent management.
- High level of negotiation and advocacy skills especially at Executive and elected member level.
- Reported excellent skills in building trusted and credible relationships, both internal and external of the department and the organisation.
- Demonstrated capability in managing industrial risk especially in the context of changing industrial landscapes and legislation.

## OUR ORGANISATIONAL EXPECTATIONS

### ▪ Equity and diversity

We are an equal opportunity employer and actively encourage diversity





We recognise the unique contribution First Nation people make to our workplace and our community and we strive to strengthen and develop connections through understanding, learning, and seeking opportunities to support a community connected to culture and Country.

- **Work Health and Safety**

All employees are required to adhere to Council's Work Health and Safety Policy Statement and be committed to maintaining a healthy and safe work environment.