



APPLICANT PACK

Manager People and Values

Narrabri Shire Council



NARRABRI SHIRE
DISCOVER THE POTENTIAL

CONTACT

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[Attachment: Position Description](#)

Narrabri Shire Council acknowledges Traditional Owners of Country throughout Australia. We recognise the continuing connection to lands, waters, and communities of people of the Gamilaraay/Gamilaroi/Gomeroi/Kamilaroi Nation, and pay respect to their Elders past, present and emerging.



The Role

Narrabri offers a relaxed lifestyle in a picturesque location with diverse job opportunities across sectors such as agriculture, mining, healthcare and education. The town has excellent amenities, schools and healthcare facilities, making it ideal for families. With a strong sense of community and welcoming locals, living and working in Narrabri provides a high quality of life and opportunities to make a positive impact.

Position Overview

Narrabri Shire Council is now seeking an experienced and enthusiastic Manager People and Values to join the organisation. This is a pivotal role in delivering Council's people, culture and organisation development programs. The Manager People and Values will be responsible for a broad range of generalist human resources functions with a specific focus on workforce strategies, process improvement and employee relations.



Key Responsibilities

- Provide leadership and guidance to the People and Values team, ensuring alignment with Council’s strategic goals and values, while fostering a collaborative and supportive working environment.
- Provide foresight into industry trends, oversee workforce planning, and manage industrial relations and employee relations.
- Develop and implement comprehensive staff learning and development programs.
- Lead and manage change initiatives, particularly in response to new leadership and organisational restructuring.
- Oversee employee services, performance management, and succession planning to foster a high-performing and engaged workforce.

Key Projects

As the new Manager People and Values, you will lead several key projects aimed at enhancing our workforce and fostering an inclusive, dynamic workplace. These projects include the development of comprehensive learning programs, revamping employment strategies, and managing a variety of ongoing initiatives. Some of these key projects include:

- The inclusion and embedding of our values-based way of working into all people-focused training across the organisation.
- The design and implementation of a comprehensive learning and development program.
- Overhaul of the existing Equal Employment Opportunity policies to ensure compliance and promote a diverse and inclusive workplace.
- Develop and execute a strategy to increase Indigenous employment and support Indigenous staff within the organisation.
- Redesign and update the workforce strategy to align with current and future organisational needs.



Opportunities and Challenges

The Manager People and Values will have leadership of a number of challenges and opportunities that will shape the role and impact the organisation's overall growth and development.

The existing People and Values team is a lean team with limited resources and an ambitious program of work. This offers a significant opportunity to sculpt and steer the team, enhancing each member's strengths in preparation for future growth and recruitment.

The Manager People and Values will be a leader in the continued integration of a values-based approach into all aspects of the role and activities of the team, ensuring that there is alignment between Council's values, organisational goals, team goals and workplace culture.

Over the past 2 years, the Council has been active in creating a positive shift in workplace relationships and the new Manager will continue to build upon and strengthen internal relationships to enhance employee relations and morale.

This role provides an opportunity to lead change management initiatives, offer consistency of leadership to a key organisational function and drive positive organisational transformation.



Stakeholder Engagement

The Manager People and Values will engage broadly with stakeholders across the entire organisation, focusing on delivering excellent service levels. This involves understanding diverse needs, fostering strong relationships and proactively supporting internal teams with clear communication and effective solutions.

The Team

The People and Values team comprises of a Senior People and Values Advisor (direct report) and three indirect reports: a People and Values Advisor, a People and Values Support Officer and another People and Values Advisor (currently vacant). Overall, the team is capable, competent and works seamlessly together, demonstrating a high level of intuition and cooperation. They consistently go above and beyond, ensuring that no task is too challenging. The team prioritises fostering a collaborative environment that supports the organisation's human resource objectives effectively.

The Culture

Narrabri Shire Council has undergone a successful culture improvement program, demonstrated by a decline in industrial relations issues and a noticeable boost in morale among staff. This positive shift reflects a workplace culture that fosters collaboration, support and a shared commitment to achieving organisational goals, creating an environment where employees feel valued and motivated to excel.



Qualifications, Skills & Attributes

- Tertiary qualification in Human Resources or other relevant field/relevant industry experience in lieu.
- Demonstrated high-level written and verbal communication skills.
- Excellent time management and prioritisation capability.
- Proven leadership and relationship building capability.



Salary Package Information

The Narrabri Shire Council employee benefits include:

- Base salary: \$130,514 - \$144,420 per annum
- 11.5% super
- Leaseback vehicle
- Relocation assistance of up to \$5,000
- Flexi time available.
- Employee Assistance Program (EAP).
- Work/Life balance.
- Training and career development.
- Staff wellness program.

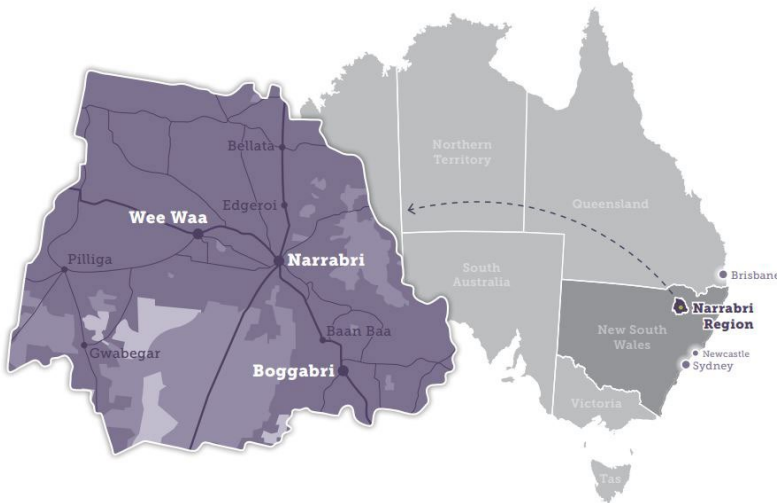


Narrabri Shire Council was awarded the 2018 AR Bluett Memorial Award in recognition of being the most progressive Council in the State. The AR Bluett Memorial Award is “the greatest accolade a council can achieve” and “the pinnacle of local government achievement”

Narrabri Shire Council has a staff level in excess of 180 and looks after a population of 14,000 across 13,000 square kilometres.

Narrabri Shire Council's mission is to be a strong and vibrant regional growth centre providing a quality living environment for the entire Shire community.

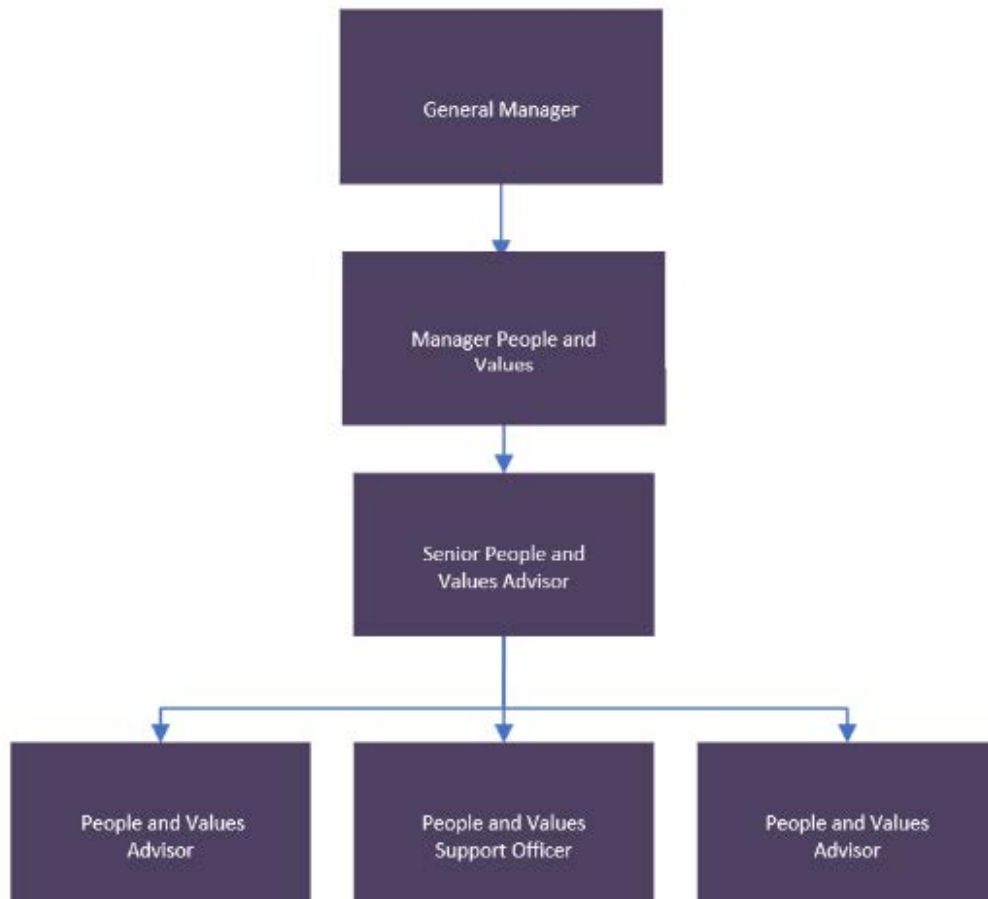
The Narrabri Shire community is represented by their Mayor and eight councillors. The council was elected in December 2021 for the next council term until September 2024.



Links to Council Information



Organisational Structure





Living in the Region



Housing

There is a wide range of real estate available to live in or invest. Housing options range from heritage style cottages to larger more modern homes and townhouses. Rural living can be experienced in the smaller villages of Bellata, Edgeroi, Baan Baa, Gwabegar and Pilliga.



Educational Facilities

Within Narrabri Shire there is a cohesive group of 14 public and private primary schools offering great teaching and learning opportunities. There is an excellent array of childcare and children's services available for the youngest members of the community including playgroups.



Healthcare

Hospitals are located in the three largest towns of Narrabri, Boggabri and Wee Waa. The Shire offers a wide range of private and public allied and community health services including Physiotherapy, and Chiropractic, Occupational Health, Counselling, Aboriginal Care and other health services.



Shopping & Dining

You will find the conveniences of city living within Narrabri Shire. There are modern cafés and restaurants as well as a state-of-the-art theatre complex bringing the latest movies and live performances to the community.



Sports & Recreation

The Shire has many natural wonders to explore including Mt Kaputar National Park, Waa Gorge, Rocky Creek Glacial Area, Yarrie Lake, Dripping Rock and in the south of the Shire the Pilliga Forest, the largest remnant temperate forest in eastern Australia. The Narrabri Shire boasts a large selection of sporting clubs and groups that help to build stronger, healthier, happier and safer communities.



Getting Around

The Narrabri Shire is conveniently located halfway between Brisbane and Sydney. It is two and a half hours from the Queensland border and is well serviced by road, rail and air. The Narrabri Airport has direct flights to Brisbane and Sydney.

Discover your potential with
Narrabri Shire Council



Recruitment Process



How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



Selection Criteria

- Proven ability to foresee industry trends, oversee workforce planning and effectively manage industrial and employee relations.
- Proven track record in leading and managing change initiatives, particularly in response to new leadership.
- Exceptional written and verbal communication skills, with the ability to engage effectively with stakeholders at all levels.
- Experience managing a lean team, demonstrating the ability to optimise resources and develop team members strengths in preparation for future growth.
- Relevant tertiary qualifications in human resources or other relevant discipline or relevant industry experience in lieu.



Applications Open

- Week Commencing
Monday 8 July 2024



Applications Close

- 5pm Sunday 28 July 2024



Initial Assessment

- Week Commencing 29 July 2024



Council Interviews

- TBD

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable candidates, and will arrange interviews with council's interview panel, depending on candidate and council staff availability.

The council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following selection of a preferred candidate the council may require a number of further checks including reference checks and criminal history checks.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including People and Values and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission, or we are required by law.



Angie Simmonds

Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue and white collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's when she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

CONTACT

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ATTACHMENT

Position Description

POSITION DESCRIPTION

MANAGER PEOPLE AND VALUES

Position Description

| | |
|-------------------------|------------------------------------|
| Directorate: | Executive Services |
| Reports to: | General Manager |
| Position Number: | |
| Classification: | Grade 7 in Council's salary system |
| Location: | Narrabri Shire |
| Award: | Local Government (State) Award |

This document describes the key responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Narrabri Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

Position Objective

This position is responsible for the delivery of Council's people, culture and organisation development programs. The key functions of these programs are the provision of human resource and organisation development services that encompass a broad range of people and values activities; including industrial relations, workforce planning, organisation and culture development, employee development and training programs, succession planning and management, employee services, performance management and employee relations.

Key Responsibilities

Management

- Formulate, implement, control, monitor and report on performance against Council's Integrated Planning and Reporting suite of documents as well as other relevant strategies and action plans, with particular emphasis on Council's adopted Workforce Management Plan and Equal Employment Opportunity (EEO) Management Plan.
- Formulate, implement, control, monitor and report on performance against Council's adopted budget, as relevant to the position.
- Establish and ensure relevance of adopted service delivery methods and associated levels of service.
- Lead the development and implementation of key programs and projects to achieve the Council's and community's vision for the Shire.
- Provide accurate and timely information and advice to the General Manager.
- Ensure awareness of management standards, industry reform and innovation.

- Identifying, developing and implementing solutions across the range of human resource functions including workforce planning, performance management, industrial relations, organisational structure, employee relations, organisational and staff development.
- Identifying, developing and implementing key change management strategies and services to improve the organisation's performance (staff and business).
- The position is a key leader and driver in fostering positive organisational culture that aligns with Council's corporate values and continuous improvement.
- Ensure ongoing development and delivery of organisational development processes which focuses on induction, learning and development, succession planning and enhanced employee performance.
- Ensure the ongoing development and implementation of Council's Leadership and Development Program that ensures the ongoing development and skills enhancement.
- Ensure the ongoing management of Council's performance improvement programs that provide all managers and staff with learning and development opportunities.

Organisational Development

- Provide leadership in developing an organisation focused on its people, the organisational culture and continuous improvement.
- Identify, design and implement corporate strategies and solutions to achieve agreed outcomes relating to; Council's strategic direction, organisational design, organisational change, performance management and strategic corporate and workforce planning; inclusive of effective negotiation and consultation.
- Provide timely and professional advice to the organisation, in interpreting and implementing corporate and human resource policy including change management, human resource planning, industrial relations, retention, performance management, workplace health and safety and organisational development and change.
- Contribute to the design and implementation a range of organisational development programs to develop capability across the organisation, and ensure that talent is identified, developed and managed ensuring retention of an engaged and high performing workforce.
- Lead the ongoing development of human resource management systems, internal business partnership and programs to assist Council to build and strengthen its people capabilities.
- Participate in and/or plan, lead and drive transformation and change management initiatives directed towards workplace reform and cultural change.
- Provide strategic policy advice to Council's Executive Team.
- Develop and enhance the capabilities of the People and Values team to strengthen the capacity of the program to develop strong business partnerships and influence positive outcomes.
- Developing and maintaining effective networks with internal and external stakeholders including the development and maintenance of strategic partnerships.
- Develop, implement and promote effective communication channels between staff, managers and the people and values clients.
- Monitor and report on people and values strategies.
- Establish, monitor and report on performance and productivity measures across the program, including making recommendation for program and process improvements.

Employee and Industrial Relations

- Ensure legal compliance by monitoring and implementing applicable human resource legislative requirements, conducting investigations, maintaining records and representing Council, as required.
- Develop, maintain and review Council's human resources policies and procedures.
- Deliver a high level of proactive and reactive support, management and advice to the organisation in employee relations, EEO and case management.
- Liaise with employer and employee organisations, industry groups and peers to keep abreast of current human resource issues and trends.

Recruitment

- Ensure the organisation's recruitment practices are effective, efficient and compliant with legislation.
- Ensure the organisation's on-boarding program is delivered to enable the best possible start for new employees, volunteers and contractors into the organisation.
- Provide strategic advice on the organisation's remuneration structure and reward systems.

Learning and Professional Development

- Implement and maintain the organisation's learning and professional development program, which incorporates the following:
 - Review the organisation's training plan to ensure that all facets of training are covered, such as compliance, professional development and succession planning.
 - Oversee the implementation and maintenance of training plans for the organisation.
 - Assist with the development and coordination of the organisation's compliance training program.
- Develop and maintain the organisation's traineeship program.

Leadership and Culture

- Oversee and review risk management programs.
- Oversee and make recommendations for improvements to contractor compliance. Provide high-level personal leadership, strongly aligned to Council's Values.
- Through personal leadership, create a culture that is focused on pursuing excellence.
- Through personal contribution, commit to building quality teams and teamwork.
- Ensure that the People and Values team are engaged and continuously improve the performance of the program through identifying challenges and opportunities and having a shared team approach to problem solving.
- Develop business partner relationships with the management team, and other internal clients to support change management initiatives.
- Create an environment where innovation and achievement are emphasised and rewarded.
- Embed a culture of continuous improvement, ensuring that service maintains pace with contemporary practice and is designed with customer (internal or external) and community needs in mind.
- Develop personal leadership skills, in self and others, as part of a commitment to leadership excellence.

General

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Work Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

Reporting Relationships

| | |
|------------------|---|
| Direct Reports | 1 |
| Indirect Reports | 3 |

Compliance Training and Licence Requirements

This position needs to be able to attain and uphold the following licences/accreditations:

- Current NSW Class C Driver Licence.

Authority and Delegations

Authority and delegations applicable to this position are laid out in Council Policies and Delegations Register, which are updated from time to time. Refer to these controlled documents for accurate and specific information.

Selection Criteria

Essential

- Tertiary qualifications in Human Resources or relevant field and/or demonstrated relevant industry experience.
- Demonstrated experience in managing a broad range of human resource functions including performance management; industrial relations; workforce planning; employee relations; strategic human resource planning; and change management.
- Demonstrated understanding of industrial relations relevant to NSW Local Government.
- Demonstrated ability to influence organisational culture, behaviour and accountability, reflective of organisational values.
- Significant demonstrated experience in managing a team and promoting team work across an organisation.
- Excellent interpersonal and communication skills (both written and verbal; including the production of detailed reports, negotiation and conflict resolution), with the proven ability to build effective relationships;

communicate with a diverse range of people (both internal and external) and the ability to positively influence and change organisational culture.

- Demonstrated ability to handle the pressures of the position and to work under constant pressure to meet statutory requirements and business management deadlines.
- Demonstrated strong commitment to and genuine interest in the provision of quality customer service.

Document Review Date

May 2023

I hereby agree that this role statement accurately reflects work requirements.

Authorisation

General Manager:

Employee:

| | | |
|--|--|--|
| | | |
| | | |

Name

Signature

Date (dd/mm/yyyy)