



Manager People, Culture & Wellbeing			
<b>Position Number:</b>	18	<b>Department</b>	Corporate Strategy & Performance
<b>Level:</b>	9	<b>Award:</b>	May be covered by Local Government Officers' Award
<b>Remuneration:</b>	\$137,111.99 Base Salary	PLUS superannuation, housing, district and vehicle allowances (if eligible) is available to the successful candidate, depending on experience, skills and qualifications. <i>Salary &amp; allowances are pro-rata for part time .</i>	
<b>Reports to:</b>	Executive Manager Corporate Strategy & Performance	<b>Direct Reports:</b>	2 FTE
<b>Last Reviewed:</b>	Manager People, Culture & Wellbeing	<b>Date:</b>	30/04/2025
<b>Approved:</b>	Executive Manager Corporate Strategy & Performance	<b>Date:</b>	30/04/2025

## OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

**Our CARECHIP is what gives us the drive to serve our community.**

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	Authenticity	Respect	Excellence	Cohesion	Humility	Inclusion	Passion

## POSITION OVERVIEW

The Manager People, Culture and Wellbeing is responsible for providing strategic leadership and expert guidance across the Shire's human resource functions, including work health and safety, industrial relations, organisational compliance, workforce planning, employee engagement, training and development, and policy formulation.

This role plays a critical part in driving a positive and high-performing organisational culture aligned with the Shire's values and strategic objectives. The Manager leads the development and implementation of contemporary people strategies, ensures legal and regulatory compliance, and partners with the executive to embed safe systems of work and sound workforce practices.

## COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.

- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

#### KEY ROLE OUTCOMES

- ★ Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- ★ Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation.
- ★ A commitment to a safe work environment and WHS legislation, policy and processes.
- ★ Deliver contemporary and compliant human resource strategies and services that support the attraction, development, and retention of a capable and engaged workforce.
- ★ Lead the development, implementation, and continual improvement of the Shire's WHS Management System to ensure compliance with the WHS Act 2020 (WA) and promote a proactive safety culture.
- ★ Develop and maintain a suite of people-related policies and procedures that reflect legislative requirements, best practice, and operational needs.
- ★ Oversee short and long-term workforce planning initiatives to ensure the organisation has the right people in the right roles, now and into the future.
- ★ Provide expert guidance on employee relations, including performance management, grievances, misconduct, and interpretation of awards and enterprise agreements.
- ★ Drive initiatives that support a positive and values-aligned culture, including the implementation of engagement strategies and wellbeing programs.
- ★ Identify workforce development needs and implement training programs that build capability and support professional growth across the organisation.
- ★ Ensure organisational compliance with employment-related legislation and regulatory frameworks, including the management of employment contracts, recordkeeping, and audit readiness.
- ★ Monitor, evaluate, and drive the Shire's Work Health and Safety (WHS) performance by leading strategic initiatives, ensuring compliance with the WHS Act 2020 (WA), proactively identifying risks, and fostering a culture of safety ownership, continuous improvement, and wellbeing across all levels of the organisation.
- ★ Lead and mentor the People, Culture team, promoting a culture of continuous improvement, service excellence, and cross-functional collaboration.
- ★ Provide high-level advice, reports, and recommendations to the Executive Manager on workforce-related matters, contributing to strategic planning, governance, and corporate decision-making.

#### WORK HEALTH SAFETY RESPONSIBILITIES

- ★ Provide a representative to WHS Committee meetings either as a member and/or as the Chairman of WHS Committee. Make determination (individually or at "ELT" meetings) in relation to relevant recommendations at or
- ★ Fully understand their WHS responsibilities, relevant legislation, policy, guidelines and standards; and regularly update their knowledge.
- ★ Provide sufficient resources and ensure managers and supervisors reporting to them fully comply with their WHS responsibilities.
- ★ Ensure their directorate and department WHS procedures and guidelines are reviewed and updated at appropriate intervals.
- ★ Make regular assessments of WHS performance both in their directorate and strategically as part of ELT and make determination in relation to budgetary provisions for WHS related initiatives/ issues.
- ★ Assist in the maintenance of an effective 'Safety Management System', through effective leadership and consultation with all staff and stakeholders and providing the necessary time and resources.
- ★ Lead a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

## LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License.
- ★ Tertiary qualifications in Human Resources or equivalent experience
- ★ Cert IV Work Health and Safety

## ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Excellent interpersonal and communication skills, with the ability to build effective relationships and provide strategic advice to senior leaders and stakeholders.
- ★ Demonstrated experience in developing and implementing effective WHS systems and fostering a proactive safety culture.
- ★ Proven ability to lead organisational change, drive cultural initiatives, and implement strategies that enhance employee engagement and operational performance.
- ★ Comprehensive knowledge of relevant employment legislation, including the WHS Act 2020 (WA), Fair Work Act, and associated industrial instruments applicable to local government.
- ★ Demonstrated experience in managing end-to-end human resource functions, including employee relations, performance management, policy development, and workforce planning.
- ★ Strong leadership and people management skills, with the ability to mentor a multidisciplinary team and promote continuous improvement across HR and WHS functions.

## DESIRABLE CRITERIA

- ★ Qualifications in Leadership and Management (or willingness to obtain)
- ★ 3 years experience in a similar role
- ★ Previous experience in Local Government

## POSITION COMPETENCIES

Experience	
Focus of Role	Key Specialist / Management
Experience Level	Specialist knowledge with extensive experience relating to the more complex elements.
Tasks	
Context Method	Range of activities in a complex, specialised environment.
Skill Level	Significant knowledge and skill to resolve issues having elements of complexity which may not be clearly defined.
Judgement and problem Solving	
Problem Solving	Solve problems requiring an assessment of a range of options with elements of complexity, and may impact beyond the immediate work area.
Judgement	High level of independence with scope to apply knowledge and judgement in a manner which influences others.
Supervision and Independence	
Level of Supervision	Mostly autonomous with broad direction, assessed on outcomes rather than task completion.
Organisational Relationships and Impact	
Work Area Relationships	Develop proposals or recommendations which co-ordinate the interests of separate work units or contributors around a particular program, function or objective. Liaise with senior management / executive.
Public/Other Staff Relationships	Participate in technical discussions to resolve problems, explain policy and reconcile viewpoints or negotiate solutions with a range of interests to be accommodated. Write reports and external correspondence in field of expertise.

<b>Impact</b>	Decisions made directly impact organisation
<b>Interpersonal Skills</b>	Highly developed interpersonal skills, including leading and motivating.
<b>Job Competencies</b>	
<b>Time Management</b>	Highly Proficient: Develop and implement short, mid and long term outcomes for the work area(s).
<b>Conflict Resolution</b>	Proficient: Able to resolve a range of conflict of opinions where resolution is not immediate, where a range of interests need to be accommodated and complex negotiation may occur.
<b>Planning &amp; Organisation Skills</b>	Proficient: Able to keep track of multiple, important details amongst a wide range of activities. Will manage work flows and adapt, interpret or modify procedures to achieve objectives.
<b>Safety Procedures</b>	Proficient: Reviews, audits and trains other in safety procedures primarily on the job. Instrumental in leading work teams on safety compliance and ensuring a culture of safety first within the work team.
<b>Administration Skills</b>	Highly Proficient: Advanced knowledge of software and office systems. Able to train and coach others in the use systems, including outside of the immediate work area.
<b>Equipment Operation</b>	N/A
<b>Supervision Skills</b>	Proficient: Line management responsibility for staff delivering a range of administrative, technical or professional services.
<b>Project Management</b>	Proficient: Technical and administrative employees manage minor projects involving employees in lower levels and other resources.
<b>Policy and Procedure Development</b>	Highly Proficient: Have substantial influence on policy development for policy which impacts the community, organisation, business or other stakeholders within the region.
<b>Policy or Legislative Interpretation</b>	Highly Proficient: Interpret and apply external policy or legislative requirements and develop internal practices to support requirements across multiple work areas.
<b>Report Writing</b>	Highly Proficient: Provide expert advice, decision making and oversight of reports produced in work area.
<b>Budgeting Skills</b>	Advanced: Develop or assist in the development of budgets for a function or work area. Line Management responsibility for parts of the Department budget that apply to work area.
<b>Customer Service Skills</b>	Highly Proficient: Able to reconcile different points of view and resolve more complex customer queries which may require investigation and analysis.
<b>Decision Making Skills</b>	Proficient: Decision making requires analysis of data and involves consideration of aspects that are more conceptual than definitive.
<b>Management Skills</b>	Proficient: Management focus on the attainment of operational and strategic objectives across major projects or a department including managing employees, budgets, work programs utilising leadership, evaluation and monitoring skills.

#### PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening

#### REMUNERATION AND BENEFITS

The successful applicant will join the Corporate Strategy & Performance Team with a starting salary from \$ 137,111.99 per annum, plus allowances (if eligible) and superannuation.

**Other cash benefits include but not limited to**

\$	1,201.11	p/a District Allowance*
\$	7,654.13	p/a Housing Allowance*
\$	25,056.31	p/a Vehicle Allowance
\$	2,307.17	p/a Annual Leave Loading 17.5%
\$	20,522.82	p/a Superannuation (Statutory)
\$	3,420.47	p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
\$	440.00	p/a Annual Leave Travel Assistance

**Leave Entitlements\***

5 Weeks Annual Leave  
2 Local Government Public Holidays  
10 Days of Paid Personal Leave  
10 Days of Paid Pandemic Leave  
38 Hours of Paid Volunteer Emergency Services Leave

**Additional Allowances and Subsidies as per Attraction and Retention Policy\***

Salary Sacrificing for a range of benefits  
Annual Leave Travel Assistance Payment  
Local Club Membership Subsidies  
Gym Membership Subsidy  
Annual Pass for Aquatic Centre

*\*Subject to Corporate Policy*

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.