



## **Manager Governance & Human Services**

Thank you for your interest in applying for the position of Manager Governance & Human Services with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- Employment details;
- Benefits of working with Hindmarsh Shire Council;
- Position Description;
- Key selection criteria; and
- Details on applying for a position with Hindmarsh Shire Council.

For general details of the Council, please refer to the following website: [www.hindmarsh.vic.gov.au](http://www.hindmarsh.vic.gov.au).

For further information about the position or duties involved, please contact Monica Revell, Director Corporate and Community Services, on (03) 5391 4444 or [hr@hindmarsh.vic.gov.au](mailto:hr@hindmarsh.vic.gov.au).



### **Opportunity this way...**

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

### **Some of the benefits of working at Hindmarsh Shire Council include:**

- Above Award pay rates
- Annual pay increases via Enterprise Agreement
- Commitment to work-life balance
- Employee Assistance Program
- Active Social Club
- Salary Sacrifice opportunities for superannuation
- Rates deductions via payroll for employees owning a property in the Shire
- Ability to purchase additional annual leave via Enterprise Agreement
- Car parking
- Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.

## **Employment Details for the Position of: Manager Governance & Human Services**

<u>Status:</u>	Full Time
<u>Location:</u>	The position will be based at the Hindmarsh Shire Council, 92 Nelson Street, Nhill
<u>Enterprise Agreement:</u>	Hindmarsh Shire Council Enterprise Agreement No 9, 2019
<u>Classification:</u>	Band 8A
<u>Salary:</u>	\$55.57 per hour
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<u>Hours:</u>	Nominal hours of work are 38 hours per week, with a 30 minute lunch break, Monday to Friday.
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<u>Annual Leave:</u>	Four (4) weeks annual leave pro rata per annum.
<u>Sick Leave:</u>	Twelve (12) days sick leave pro rata per annum.
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<u>Police Check:</u>	It is a condition of employment that appointees must undertake a police check prior to commencement of work and during employment as required.
<u>Working with Children Check:</u>	It is a condition of employment that appointees must undertake and maintain a working with children check.
<u>Covid-19 Vaccination:</u>	<p>In line with directions from the Victorian State Government, all authorised workers are required to evidence of two doses of Covid-19 vaccination to attend work.</p> <p>Evidence in the form of an Immunisation History Statement or Covid-19 Digital Certificate must be provided to Council prior to commencement.</p>



**HINDMARSH SHIRE COUNCIL**

**POSITION DESCRIPTION**

**1. POSITION IDENTIFICATION:**

**Position:** Manager Governance & Human Services

**Department:** Corporate & Community Services

**Starting Point/Location:** Nhill

**Classification:** Band 8 as per the Hindmarsh Shire Council Enterprise Agreement

**Employment Type:** Full Time

**2. CURRENCY:**

**Current Version Number:** 1.1 **Approved:** 21 December 2021

**Name of Occupant:** Vacant

**Signature:** ----- **Date**-----

**Prepared By:** **Date**

**Approved by:** Monica Revell **Date** 20 December 2021

**H.R Approved:** Angela Veitch **Date** 20 December 2021

**CEO Approved:** Greg Wood **Date** 21 December 2021

**Version History:** 1.0 January 2019  
1.1 December 2021

#### **4. POSITION OBJECTIVES:**

The Manager Governance & Human Services is responsible for the following key areas:

- Providing specialist advice and assistance across the organisation on a range of policy, procedural, administrative and governance matters ensuring Council meet governance obligations and regulatory compliance matters;
- Providing personnel support to management across the organisation;
- Overseeing the administration of Council's insurances, WorkCover, occupational health and safety, and risk management programs;
- Ensuring Council meet statutory and policy requirements under the Local Government Act 2020 and other legislation;
- Oversee local laws and environmental health with the objective of ensuring that regulations are complied with and enforced where required.
- Oversee Aged and Disability Services, ensuring they are provided in a coordinated, flexible and responsive manner and to ensure the adequate planning, implementing, coordinating and evaluating of these services.

#### **5. KEY RESPONSIBILITY AREAS:**

##### **Human Resources**

- Responsible for overseeing Council's human resources management including providing advice to personnel, ensuring up to date policies and procedures, and annual staff reviews are conducted.
- Responsible for Council's WorkCover claims and annual remuneration returns in accordance with the Workplace Injury Rehabilitation and Compensation Act 2013.
- Ensure allegations of fraud, misconduct or any other disciplinary matters are brought to the immediate attention of the Chief Executive Officer.
- Responsible for overseeing Council's recruitment and selection process and preparing position descriptions.

##### **Governance**

- Provide guidance and support to ensure the organisation has an effective corporate governance framework that complies with legislative requirements, promotes business excellence and achieves the determined community and corporate objectives.
- Provide advice and assistance across the organisation on a range of policy, procedural, administrative and governance matters with particular emphasis on statutory compliance including:
  - maintenance of registers, including register of interest and ensuring information to be made available to the public is current.
  - delegations and policy coordination.
  - research and preparation of reports regarding various organisational and legislative requirements.

- development and implementation of formal governance policies and procedures.
- overseeing Council's Freedom of Information Officer ensuring requests are completed on time.
- ensure Information Privacy requests are administered.
- Provide specialist advices and assistant to the Senior Management Team in relation to Council's governance obligations and regulatory compliance matters.
- Ensure compliance with the relevant legislation in relation to Council's advisory committees, policies and procedures, delegations and authorisations.

### **Occupational Health & Safety (OHS)**

- Ensure Council's compliance with the provisions of the Occupational Health and Safety Act and Regulations.
- Ensure appropriate actions are taken to implement OHS policies, OHS procedures and legislative requirements across the organisation.
- Investigate all accidents/incidents and prepare reports as required.
- Initiate actions to improve OHS.
- Facilitate rehabilitation of injured workers ensuring a smooth return to work process.
- Oversee induction of new employees in risk and OHS, and undertake regular training as required.

### **Risk & Property Management**

- Implement effective and consistent corporate risk governance to ensure that Council's liability and risk exposure is minimised through a proactive and strategic approach to risk management.
- Oversee Council's Risk Register and ensure regular reviews are conducted.
- Provide strong and professional advice in order to create a strong safety culture across the organisation.
- Oversee Council's property portfolio ensuring appropriate leases, licenses and user agreements are in place.

### **Insurance Program**

- Oversee Council's annual insurance reviews ensuring appropriate insurance cover is maintained.
- Provide prompt processing of all claims, including investigation and communication with Council staff, witnesses, Loss Adjusters and prepare the appropriate documentation for presentation to Council's brokers, insurers and legal advisors.
- Negotiate settlements for claims within the Council's deductibles and where the Council has a liability, on a "Without Prejudice" basis and against the signing of a release.

## **Local Laws & Environmental Health**

- Oversee Council's local laws and environmental health functions ensuring compliance with relevant regulations.

## **Community Care Services**

- Oversee Councils Community Care services function ensuring reporting requirements are met and compliance with relevant quality standards.

## **6. ORGANISATIONAL RELATIONSHIPS:**

Reports to: Director Corporate & Community Services

Supervises: Human Resources & Safety Officer  
Local Laws Officer  
Environmental Health Officer  
Community Care Services Coordinator  
Assessment Officer  
Community Care Services Administration Officer  
Community Care Workers  
Home Maintenance Worker

Internal Contacts: All Staff

External Contacts: General public and residents  
Community and sporting organisations  
Regional organisations  
Professional organisations  
Government departments and statutory authorities  
Contractors and suppliers  
Department of Human Services  
Agencies  
Residents  
Primary health and community support agencies.

## **7. OCCUPATIONAL HEALTH AND SAFETY:**

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:

- Take reasonable care for their health and safety.
- Notify their manager of their inability to carry out any physical task that is outside their capability.
- Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace.
- Co-operate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of Job Safety Analysis (JSA).
- Complete Accident, Hazard and Near Miss Reports in a timely manner.

- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety.
- Use protective equipment or clothing provided by Council at all required times.
- Immediately notify their manager in the event of any injury, near miss, damaged equipment or other workplace hazard.
- Actively participate in Council safety programs.

## **8. ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Accountable to the Director Corporate & Community Services for the quality, effectiveness, cost and timeliness of work plans, programs, projects, events, initiatives, including systems, assets and technology being managed.
- Accountable for the effective coordination of Council human resources, governance and compliance services including staff management.
- Delegations and Authorisations as per Council Instrument.
- Responsibility to perform duties and provide professional advice within the requirements of Council policies and procedures, relevant legislation, standards and specified work programs, subject to professional and regulatory review.
- Effective management of timelines and budgets within authorised limits.
- The freedom to act within Council policies, objectives and budget allocations with regular reporting to ensure achievement of goals and objectives.

## **9. JUDGMENT AND DECISION MAKING:**

- The nature of work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate.
- Guidance is not always available within the organisation.
- Decisions made in accordance with delegated authority and relevant policy.
- The incumbent is expected to exercise sound judgment, decision making, and problem solving skills in situations of a varied and sometimes sensitive nature.
- Ability to identify, analyse, improve or develop work methods and techniques based on previous experience.

## **10. SPECIALIST KNOWLEDGE AND SKILLS:**

- Analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- Understanding of the long term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Sound knowledge of relevant Acts, Regulations, Legislation, Local Laws and Council Policies and procedures.

- Leadership skills with the ability to foster a cooperative teamwork approach, and a capacity to delegate where appropriate.
- Knowledge of risk management and health and safety practices.
- Excellent oral and written communication skills.
- Excellent research and report-writing skills.

#### **11. MANAGEMENT SKILLS:**

- Skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting time pressures.
- Well-developed negotiation skills.
- Demonstrated ability in promoting teamwork and developing and maintaining positive work relations and appropriate organisational culture.

#### **12. INTERPERSONAL SKILLS**

- Ability to persuade, convince or negotiate with clients, members of the public, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives.
- Ability to lead, motivate and develop other employees.

#### **13. QUALIFICATIONS AND EXPERIENCE:**

##### Desirable Qualifications and Experience

- Tertiary qualifications in Law, Commerce, Business, Management or Human Resources or similar.
- Relevant experience in Governance, Human Resources and Policy writing.

#### **14. EQUAL OPPORTUNITY:**

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

## **15. PRIVACY AND CONFIDENTIALITY:**

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

### **KEY SELECTION CRITERIA:**

- Tertiary qualifications in law, commerce, business, management, human resources or other relevant qualification.
- Substantive experience in policy development.
- Knowledge, understanding and ability to interpret legislation including, but not limited to, the Local Government Act 2020, Freedom of Information Act 1982, Domestic Animals Act 1994, Food Act 1984 and other principle legislation and regulations.
- Well-developed communication skills, both verbal and written.
- Well-developed skills in managing time, setting priorities, planning and organising area's work to achieve specific and set objectives in the most efficient way possible within available resources and set timetables.
- A high level of initiative and being willing and able to go the extra mile when needed.

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