



Position Description

Kentish and Latrobe Councils

Manager, People and Culture

Position Number	1049
Department	Corporate and Business Services
Reports to	Chief Executive Officer
Work location	Kentish and Latrobe Councils
Classification	Manager <i>This classification offers a Roster Day Off.</i>
Last Review Date	April 2026
Version	7.0

This is a shared position between the Kentish and Latrobe Councils. The position requires the provision of services to both Councils. We are a diverse and inclusive workplace that understands the importance of flexibility. Talk to us about how we can best support you.

Position Objective

At Kentish and Latrobe Councils, we value safety, teamwork, accountability and respect. Aligned with our values, the Manager, People and Culture is responsible for leading and managing human resources functions at Kentish and Latrobe Councils to support the achievement of strategic and operational goals.

At Kentish and Latrobe Councils, we are committed to becoming a people centred organisation. We've developed our values and behaviours, and harnessing the Human Synergistics model we've been working with our executive and people leaders to embark on an ambitious culture change program.

People and Culture is responsible for people operations, including recruitment, liaising with external advisory for employment relations, and ensuring legislative compliance.

Key Responsibilities

- Facilitate the development and implementation of people centred strategies and plans aligned with Council goals.
- Provide timely, accurate advice to management and staff on human resources, industrial relations, and organisational development matters.

- Implement and coordinate policies, processes and systems which allow Council to attract, develop and retain appropriate and suitably qualified employees.
- Proactively ensure changes in human resource, industrial relation and and best practice are adopted and reflected in council operations and policies.
- Foster a productive and harmonious workforce.

Accountabilities

- Develop, review and update people strategies, plans, policies and procedures in accordance with regulatory changes and best practices.
- Ensure consistent application of people policies and oversee employee relations and performance management.
- Collaborate with people leaders on talent acquisition, retention, and development, including the management of recruitment, onboarding, performance reviews, and exit processes.
- Facilitate conflict resolution and manage employee grievances, ensuring fair and transparent processes in alignment with Council policies and legislative requirements.
- Foster a positive workplace culture in line with Council's values and behaviours and facilitate effective communication between employees and management.
- Promote a culture of continuous learning and oversee learning and development initiatives, including the development of an annual learning program.
- Analyse workforce metrics to support strategic planning and prepare reports for senior management and Council and provide actionable insights.
- Oversee reporting, including the development and maintenance of regular and ad-hoc reports for leadership and other stakeholders.
- Maintain personnel records and ensure compliance with records management policies and legislative requirements.

Note: Whilst the key responsibilities and accountabilities for the role are set out above, the Council may direct the employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.

Working conditions

- Office environment within the Sheffield and Latrobe Council offices and depots.
- Occasional travel within the local area and throughout Tasmania for meetings and events.
- Some weekend and evening work may be required.

Working Relationships

Direct Reports

-
- HR Support Officer

Internal

- Council management and workers

External

- Visitors
- Contractors and labour hire organisations
- Ratepayers and the general public
- Other local government bodies
- State and commonwealth agencies

Judgement

The position requires a sound understanding and application of Council policies, financial processes, and relevant legislative frameworks to address both routine and moderately complex issues within the area of human resources and people management. Decision-making involves assessing and interpreting relevant policies, procedures and standards, with judgments guided by best practices and local conditions.

The role necessitates resolving technical and operational challenges such as complaints and adapting policies and procedures to new developments. While the role operates with a high degree of independence, consultation with senior staff is required for significant decisions, ensuring alignment with overall strategic goals.

Qualifications and Licences

- Driver Licence.

- Registration to work with Vulnerable Persons.
- A degree qualification in Human Resources, Business or related field and a minimum of five (5) years' experience in a similar role or an equivalent combination of skills, experience and professional training.

Experience, Knowledge and Skills

- Strong analytical skills and ability to interpret data to drive informed decisions and the development of strategies, policy and procedures.
- A high level of emotional intelligence, professionalism, and customer focus, evidencing exceptional communication abilities to build rapport with stakeholders at all levels.
- Experience in leading and delivering high quality 'end to end' people processes, from talent acquisition to exit, including performance management, organisational development and award negotiations.
- Proven ability to proactively solve problems and manage complex people issues, providing strategic solutions and evidencing detailed knowledge of employment law, industrial relations and Council's Enterprise Agreement and Awards.
- Ability to build a high performing team, including strong coaching and mentoring skills.
- Strong organisational skills with the ability to manage multiple priorities effectively.

Desirable

- Experience with Enterprise Resource Planning (ERP) platforms such as TechnologyOne.
- Experience working with customer service functions across an organisation including motivating staff, communicating with staff, and measuring performance and a sound understanding of first point of contact customer service principles.

Working at Kentish and Latrobe Councils

Our Values

Kentish and Latrobe Councils are a values-based organisation. We aim to attract, recruit and retain people who will uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important, that is:



Safety	We feel safe and secure in our environment by looking after ourselves and each other's physical and mental wellbeing.
Teamwork	We work as ONE team – regardless of location or role – supporting each other to provide quality services to our community and achieve the Council's goals.
Accountability	We work in a transparent and open way, doing our best and working with pride, professionalism and integrity with our colleagues and for the community.
Respect	We act with integrity and kindness to create an inclusive workplace where our colleagues, customers and the community feel welcomed, respected and valued.

Work Health and Safety Compliance

As part of this role, you are expected to:

- Follow the WHS Act, Regulations, applicable Standards, Codes of Practice, policies and procedures.
- Recognise workplace risks, perform risk assessments, and implement controls to eliminate or reduce hazards where reasonably practicable.
- Report hazards, near misses, and incidents immediately and participate in investigations to strengthen safety outcomes.
- Work collaboratively with colleagues, health and safety representatives, and management to support a proactive safety culture.

Child Safe Organisation Compliance

As part of this role, you are expected to:

- Ensure all duties are carried out in compliance with Council's obligations under the Child Safe Standards, legislation, and policies and procedures.
- Demonstrate a strong commitment to child safety by proactively identifying and responding to risks, concerns, or breaches related to child safety and wellbeing.

- Actively promote a culture of child safety, including fostering environments where children and young people are respected, their voices are heard, and their rights are upheld.
- Participate in mandatory training and development programs relating to child safety as required.
- Immediately report any concerns or disclosures in accordance with legislative obligations and Council's reporting procedures.