



## **POSITION DESCRIPTION AND SELECTION CRITERIA**

<b>POSITION TITLE:</b>	<b>HUMAN RESOURCES MANAGER</b>
<b>REPORTING TO:</b>	<b>DIRECTOR CORPORATE SERVICES</b>
<b>LEVEL:</b>	<b>10</b>
<b>LOCATION:</b>	<b>Alice Springs</b>

### **OBJECTIVES OF THE POSITION:**

This position operates under the direction of the Chief Executive Officer and the Director Corporate Services and in accordance with Central Desert Regional Council's corporate plans and policies and relevant legislation.

The objectives of the position are:

- To implement and maintain professional human resource practices and systems throughout Council.
- To develop and implement human resource policies as outlined in the Local Government Act and as required by Council.
- To effectively contribute, as a member of the Council's management team, to the management of the Council.
- To promote a safe and harmonious work environment within a diverse and cross-cultural work place.
- To provide leadership and advice to the Executive Management Team on all human resource functions and industrial relations matters.

### **DUTIES AND RESPONSIBILITIES**

- Provide leadership of the Human Resources team to ensure excellence in all human resources service provision using a strong collaborative approach across the organisation.
- Provide a high level of expertise in all aspects of human resources management.
- Develop, implement and monitor human resources policies, processes and procedures.
- Ensure quality workplace, health and safety practices are implemented across the organisation by driving a continuous improvement strategy.
- Prepare and present required reports to the Executive Management Team and Council.
- Develop and coordinate training and development for Council managers.
- Working with the Chief Executive Officer, manage the organisational structure and ensure consistency across the organisation in respect to classifications, salary and conditions.

- Keep abreast of current and emerging human resources and industrial relations issues.
- Ensure appropriate cross-cultural interactions and communications across the organisation including with Aboriginal people who speak Anmatjere, Arrente, Alyawarra and / or Walpiri as a first language.

## **SELECTION CRITERIA**

### **Essential**

- Degree qualifications in human resources management or related fields.
- Demonstrated experience (minimum three years) in senior human resources management roles.
- An awareness of employment-based issues affecting Aboriginal people in remote locations and the ability to effectively operate in a cross-cultural environment.
- Demonstrated experience in organisational change management.
- Demonstrated experience in providing strategic advice plus defining and influencing strategic direction on matters covered by this position.
- Highly developed interpersonal and written communication skills, with demonstrated ability to communicate effectively with management and employees from all levels of the organisation and all other Council stakeholders.
- Experience in human resources systems to support carrying out all aspects of this position.

### **Desirable**

- Experience in Local Government or similar.
- Ability to drive a 4WD vehicle.

***Note to Candidates***

The Human Resources Manager must meet all the requirements of the Council Code of Conduct in the performance of their duties.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply. This position is identified as one in which part or all of the duties involve interaction with Aboriginal and/or Torres Strait Islander people, including service delivery.

Applications will not normally be acknowledged on receipt. Applications will be reviewed as received, and you may be contacted for an interview. Applications will close when a suitable candidate has been selected. To those applicants who are not successful, we extend our thanks for considering Central Desert Shire Council as a potential employer.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.

Applications marked 'Confidential' should be forwarded to:

Diane Hood  
Chief Executive Officer  
PO Box 2257  
Alice Springs NT 0871

Email: [recruitment@centraldesert.nt.gov.au](mailto:recruitment@centraldesert.nt.gov.au)

**VISION – TWO WAYS, ONE OUTCOME**  
**(Indigenous and non-indigenous people working together for the best outcomes)**

**INFORMATION FOR APPLICANTS FOR THE POSITION OF**  
**Human Resources Project Manager**

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Central Desert Regional Council is a council that provides local government services to the following communities: Anmatjere, Atitjere, Engawala, Lajamanu, Laramba, Nyirripi, Yuelamu, Yuendumu, Willowra; as well as a large area of currently unincorporated land.

The Regional Council, which has been operational from 1 July 2008, has an area of approximately 282,093 square kilometres and a population of 4,591.

**SALARY**

The salary is Level 10 (Salary \$108,196.86 per annum plus 9.5% superannuation plus 17.5% pro rata Annual Leave Loading). The current Enterprise Agreement expires on 30<sup>th</sup> June 2019. Salary and working conditions after 30 June 2019 will be subject to the Enterprise Agreement in place.

**SUPERANNUATION**

The employer contributes 9.5 % superannuation – the employee has complete freedom of choice over the complying fund that their contributions are paid to, with the default being State Wide Superannuation Scheme.

**ANNUAL LEAVE**

Six weeks per annum annual leave is provided to a permanent, full time employee. A loading of 17.5% of salary shall be paid to the employee when taking leave. Annual leave is managed as per Council policies.

**LONG SERVICE LEAVE**

Long Service Leave is provided as per the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*; and is managed according to Council policy.

**PERSONAL/CARERS' LEAVE**

A permanent full time employee accumulates Personal/Carers' Leave at the rate of 1.754 hours per week.

An employee may take paid Personal/Carers' Leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or
- To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
  - A personal illness, or personal injury, affecting the member, or
  - An unexpected emergency affecting the member.
- For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee's household.
- For paternity leave purposes to a maximum of three weeks

The term immediate family includes: spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee

An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers' leave.

#### **STUDY LEAVE**

Employees may apply for study leave to undertake courses of study that are additional to the training and development opportunities directed by Council. Approval is at the discretion of the Chief Executive Officer.

#### **LEAVE WITHOUT PAY**

The Chief Executive Officer may grant leave without pay for reasons not covered by other types of leave only after all other types of leave have been exhausted.

#### **HOURS OF WORK**

The ordinary hours of work will be 76 hours per fortnight.

A standard day is 7.6 hours, Monday to Friday unless otherwise authorised by Council

#### **CEREMONIAL LEAVE**

An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

Where this involves time away from work employees must first utilise TOIL and annual leave before utilising cultural/religious leave. Cultural leave does not accumulate from year to year.

#### **PROBATION**

This role will be subject to an initial probationary period of six months.

#### **RELOCATION EXPENSES**

The Regional Council's relocation policy, which is on the website, will apply. The payment of relocation expenses is made on the condition that if for any reason the employee resigns within one year of the appointment date, then a refund of the full amount of relocation expenses will be made by the employee.