



**Southern Grampians**  
SHIRE COUNCIL

**Private and Confidential**

**Manager Organisational Development  
SEO Contract**

## About the Southern Grampians Shire Council

Southern Grampians Shire Council, located in South West Victoria has a landscape dominated by the spectacular Grampians mountain range, ancient volcanoes, tranquil rivers and waterfalls and undulating pastoral land dotted with majestic red gums, the Southern Grampians spans the heart of Victoria's renowned 'Western District' with the Shire located 290 kilometres west of Melbourne and 500 kilometres south east of Adelaide.

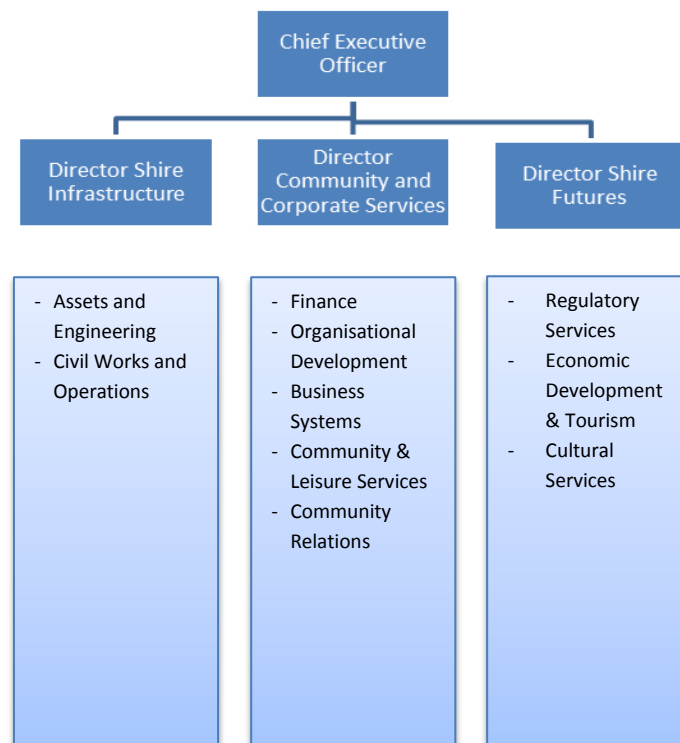
Southern Grampians with an area of 6,652 square kilometres with a population of over 17,000 residents, is a progressive and vibrant community with outstanding recreation facilities, highly regarded schools, excellent medical facilities and a safe family friendly environment. The Council as an organization promotes leadership, innovation and working together and is committed to delivering quality services.

Hamilton which is the main retail and service centre is approximately one hours drive from the coastal areas of Port Fairy, Warrnambool and Portland and is supported by the smaller towns of Balmoral, Branxholme, Byaduk, Cavendish, Coleraine, Dunkeld, Glenthompson, Penshurst and Tarrington. Seven elected members, including the Mayor represent the community of Southern Grampians. For further information visit [www.visitgreaterhamilton.com.au](http://www.visitgreaterhamilton.com.au)  
Bus and Rail services are available to Melbourne, via Ararat and Warrnambool.

## Organisational Structure

Southern Grampians Shire Council is committed to a culture of strong, positive leadership, respect & integrity and aims to attract and retain skilled, loyal and dedicated people by offering work-based training opportunities, flexible working arrangements and providing a great work / life balance.

Council's workforce is organized into three directorates and the office of the Chief Executive Officer with more than 400 staff covering all types of professions – from lifeguards to community support workers, grader operators to customer service officers and librarians to building inspectors. Council's main offices are located in Hamilton and numerous other worksites are spread across the Shire, including Depots, Swimming pools and the Hamilton Art Gallery.



# Our Values

## Innovative

We will be open to new ideas, will welcome creativity and embrace change.

## Collaborative

Together we will work smarter to achieve agreed common goals

## Respectful

We will be caring, accept differences and value diversity

## Trusting

Will be open, honest and brave

## Empowering

We will provide opportunities, and deliver and inspire success

## INSTRUCTIONS FOR APPLICANTS

Southern Grampians Shire Council offer jobs to people on the basis of competencies and experience. The applicant considered to be the best fit for doing the job is selected. To decide this we look at your qualifications, experience, skills, work practice, personal qualities, attitude and organisational fit. Choosing the best person for the job is part of our policy of Equal Employment opportunity. The Position Description (PD) provides the **selection criteria**. You need to show how you meet the selection criteria otherwise your application will not be considered any further.

## COMPLETING YOUR APPLICATION

- Follow instructions in the Candidate Briefing Pack.
- Provide a covering or application letter.
- Write a statement about how you meet each **Selection Criteria** (essential & desirable) for the position. If this is not completed you will not advance any further in the selection process.
- Include a current **Resume**. This should include employment history, including voluntary work, you have done in the past, what organisations you have worked for, the period of employment, the kind of work you did, relevant to the job description.
- Provide the names and phone numbers of **Three Referees** (at least one referee should be current supervisor, if possible). Also add the nature of your relationship i.e. supervisory.
- Ensure you submit your application by the closing date. Applications received after the closing time and date will not be accepted.

## ADDRESSING THE SELECTION CRITERIA

To address the above, you need to demonstrate how you possess each competency by relating it to your experience, skills, knowledge and personal qualities. Use examples, if appropriate, and include any formal qualifications and industry experience.

## SUBMITTING YOUR APPLICATION

Your application can be submitted via email to [jobs@sthgrampians.vic.gov.au](mailto:jobs@sthgrampians.vic.gov.au)

or via post to:

Manager Organisational Development  
'Private and Confidential'  
Locked Bag 685  
Hamilton 3300

Applications must be addressed to the above email address , applications sent directly to staff will not be accepted. Applications must be received by the closing time and date, or they will not be accepted.

Applications submitted via email will receive an electronic acknowledgement, however applications submitted via post will not receive a receipt of acknowledgement.

Please also note that due to a number of factors, our shortlisting process may take up to four weeks thus it may be four weeks before we make contact with you.

## **ATTENDING AN INTERVIEW**

If you are selected for an interview, you will be contacted by phone or email and told when and where the interview will be. Prior to the interview you will be required to complete the following forms:

- A Consent to an employment screening check and
- A Relevant Factual information - Applicant Declaration.

In addition to the interview, you may be asked to demonstrate your skills, knowledge and experience through alternative selection techniques, such as demonstration, presentation or an alternative option.

Council reserves the right to hold a second interview with the preferred candidates.

## **AFTER INTERVIEW**

If you are selected to move to the second stage of the interview process, you will be requested to complete

- A Medical Declaration, and
- A Criminal History Record Check Consent Form.

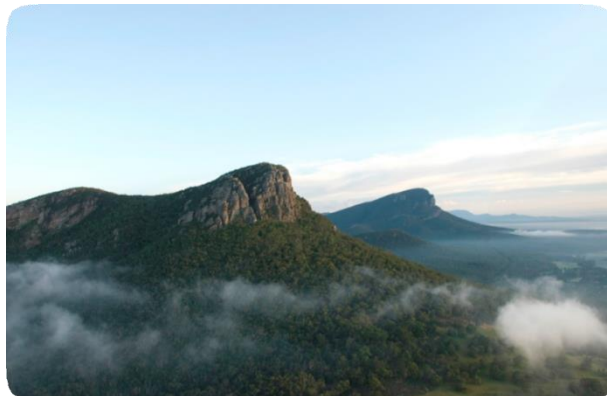
You will also be asked to provide 100 points in Identification check.

You may be asked to undertake a full medical including a drug test and you may also be required to complete a psychological test.

## **ALL INFORMATION PROVIDED WILL BE STRICTLY CONFIDENTIAL.**

You should note the following:

- Any false or misleading information when completing your application pack may result in not being selected for employment, or, if already employed, dismissal.
- Where a criminal record check proves positive, i.e. where the search of criminal records reveals a conviction, the information will be treated confidentially. A positive result from a criminal record check will not necessarily preclude a person from being employed. Each particular case will be determined on its merits and relevance to the position applied for. Disclosure of any pending charges is also mandatory.
- Where an applicant refuses to provide sufficient detail for a criminal record check, the applicant will not be considered for employment.



# CONFIDENTIALITY AND DECLARATION OF INTEREST FORM

## CONFIDENTIALITY *(Each panel member to sign this section.)*

Panel members are reminded of their obligation to treat both the selection process and the information contained in the relevant files with the utmost regard for confidentiality. It is only the panel convenor who is authorised to provide feedback to applicants unless another panel member is specially authorised to do so by the panel convenor. Disciplinary action may be taken in the case of any breach of confidentiality.

As a member of the selection panel for

\_\_\_\_\_,  
(name of position)

I understand and agree to abide by the confidentiality requirements of this selection process.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)

## DECLARATION OF INTEREST *(to be completed if applicable)*

Panel members are also reminded that the Recruitment, Selection and Appointment Standard requires selection methods and their application to be free from bias, patronage and nepotism.

Each panel member is required to declare if he or she has any family, marital or personal relationship with any of the applicants in this selection process that may compromise the panel member's ability to undertake this role.

### DECLARATION

Name of Panel Member: \_\_\_\_\_  
(please print name)

Nature of Declared Interest: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above matter has been discussed with me ( \_\_\_\_\_ )  
as panel convenor and the following determination made:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# SOUTHERN GRAMPIANS SHIRE COUNCIL

## POSITION DESCRIPTION

### Position Details

---

Title:	Manager Organisational Development
Classification:	SEO Contract
Position Number:	009
Business Unit:	Community & Corporate Services
Reports to:	Director Community and Corporate Services
Supervisors:	Coordinator Organisational Development HR & Training Coordinator

### Position Summary

---

The Organisational Development Unit sits in the Community and Corporate Services Directorate. This leadership position is responsible for the implementation of strategically aligned organisational development projects that meet both corporate requirements as well as the needs of individual service and business units. Through collaboration and partnering, the position will foster a values based organisational work environment and culture.

### Key Objectives and Outcomes

---

- Lead the Organisational Development Unit providing strategic advice to the CEO and the Executive Management Team to support the organisational development of the organisation;
- Provide leadership and management of all related human resource management, risk management, and workforce development services in tandem with the pursuit to embed continuous improvement within all Council's key decision making processes;
- Partner with the Executive Leadership Team and the Service Managers to help achieve the outcomes of the Strategic Human Resource Plan;
- Develop a committed and engaged team to deliver a high level of services and practices.

### Key Responsibilities

---

- Manage the performance of the Organisational Development Unit including – industrial relations & enterprise bargaining, human resource management and reporting, recruitment, payroll processing, training coordination, OH&S, insurance management, workcover, management of high level organisational development strategies, advice and policies and continuous improvement activities and processes;

- Provide advice and advocate on behalf of Council on high level organisational development issues, strategies and policies;
- Provide effective planning and implementation of organisational development strategies.
- Promote the values and priorities of the organisation to all staff;
- Facilitate a high performance culture in the organisation through assisting staff to reach their potential;
- Create an environment for staff to be successful in delivering organisational goals and community expectations;
- Accountable for sound risk management approach across the organisation;
- Ensure that Council meets all its legislative requirements and obligations in relation to all relevant Organisational Development related functions;
- Provide leadership and management of the Organisational Development Unit to ensure a culture of continuous improvement, accountability and empowerment exists and where quality outcomes are delivered;
- Ongoing development of organisational development systems designed to meet organisational and statutory requirements;
- Build a positive image of the organisation and foster productive Councillor and community relationships;
- Preparation and development of reports, statements, budget, policy documentation in line with legislative and operational requirements.

### **Extent of Authority**

---

- Accountable for the provision of specialist advice with respect to the efficient and effective use of the organisation's human resources;
- Accountable for providing specialist advice to management regarding human resource management issues, risk and industrial matters;
- Accountable for providing leadership to the Staff Consultative Committee, OH&S Committee and other Risk related processes;
- Commit to and adhere with Council's Child Safe Requirements.

### **Judgement and Decision Making**

---

- Freedom to act based upon Industrial Relations legislation, the Award, Council's Enterprise Agreement and policies and sound human resource practice;
- Analyse and make judgement and decisions on a range of human resource, risk management and organisational development matters in accordance with policy and legislation. Guidance is not always available in the organisation;

### **Specialist Skills and Knowledge**

---

- Ability to discuss and resolve problems with Management, other employees, and members of the public with respect to Industrial Relations and Enterprise Agreement issues, Position Descriptions and bandings, and policy requirements;



- Well-developed knowledge of the theoretical principles and practices, of Human Resource Management and Risk Management, and the ability to apply to problems and opportunities as they arise;
- Requires the application of Human Resource principles and practices, so incumbent must be conversant with Council's Human Resource policies, and Council's broader policies that impinge on Human Resources;
- Expert knowledge of Local Government industrial Awards, industrial processes and legislations including the Local Government and Equal Employment Opportunity Act;
- Knowledge of, and an ability to interpret Industrial Relations legislation and Awards, and other legislation and regulations outside of field of specialisation;
- Knowledge of Work Cover and general insurance claims procedures;
- Knowledge of rehabilitation practices, specifically with respect to Return to Work Plans;
- Ability to understand and interpret contract and consumer law;
- Sound knowledge of the range of services provided by Local Government, and current issues impacting thereon;
- Strong analytical and investigative skills, with the ability to conduct investigations of claims/incidents;
- Detailed knowledge of enterprise bargaining, and its flow-on effects to organisational effectiveness and productivity;
- Financial skills, and a knowledge of budgets and budgetary requirements/constraints;
- Demonstrated leadership and problem-solving skills;
- Well-developed computer skills;
- Demonstrated ability to prepare clear and concise reports;
- Ability to make judgements and provide advice to Management and employees, on a range of legislation and policy issues;
- Well-developed customer service and public relations skills.

### **Management Skills**

---

- Responsible for ensuring the health, safety and wellbeing of employees by:
  - Initiating, developing and maintaining safe work systems and environments by applying skills to work with staff to lead, plan and drive OHS outcomes across the unit;
  - Ensuring compliance with OH&S and Risk Management Systems;
  - Ensure the unit OHS activities and operations are conducted in compliance with applicable laws, regulations and Council code of conduct;
  - Engaging with teams to ensure that OHS responsibilities and expectations are understood and met by all;
  - Ensuring the workplace is free of risk and hazards for employees to work.

- Skills in managing time, setting priorities and planning work in order to achieve goals and objectives in the most efficient and effective way, within available resources, and despite conflicting pressures;
- Ability to provide leadership in a committee or working group situation to achieve Council's goals;
- Ability to weigh up options and make logical decisions;
- Ability to monitor budgets and recommend remedial action as appropriate;
- Ability to understand and implement personnel policies and practices including Awards, equal opportunity, recruitment and selection procedures and techniques, position descriptions and employee development schemes in order to contribute to long-term staffing strategies;
- Ability to supervise other staff members including provision of feedback, mentoring and guidance;
- Ability to coordinate projects as required;
- Ability to conduct Performance Appraisals and actively develop/enhance staff performance.

### **Inter-personal skills**

---

- Well-developed written and verbal communication skills to provide high level reporting to Management;
- Well-developed negotiation skills of an order to effectively discuss issues with clients, members of the public, employees, tribunals etc;
- Requires the ability to gain cooperation from other members of staff, demonstrating a caring, motivational attitude, whilst still protecting Council's interests;
- Ability to liaise with other Councils or similar organisations in order to discuss and resolve problems;
- Presentation and training skills;
- High level customer service and public relations skills;
- Attend and participate in relevant forums to maintain an up to date knowledge of issues impacting on the Organisation;
- Interviewing and investigative skills.

### **Compliance with Legislation and Policies**

---

Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
- Southern Grampians Shire Council Staff Code of Conduct;
- Privacy and Data Protection Act 2014 (Vic);
- Equal Opportunity Act 2010 (Vic);
- Occupational Health and Safety Act 2004 (Vic);

- Government/Industry Codes of Conduct;
  - The Southern Grampians Shire Council Enterprise Agreement; and
  - The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
  - Responsible for ensuring the security of Council's assets under the Officer's control;
  - Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

### Key Selection Criteria

---

The employee will demonstrate the following:

- ✓ Demonstrated experience in the development of key organisational development strategies;
- ✓ Highly developed people management skills and the ability to build employee engagement;
- ✓ Demonstrated experience with implementation of innovative solutions to organisational development issues;
- ✓ Highly customer focussed with an understanding of internal consulting processes;
- ✓ High level written and verbal communication skills and interpersonal skills with the capacity to liaise effectively with people at all levels within Council;
- ✓ A tertiary qualification in human resource management or related discipline;
- ✓ Experience in a related role;
- ✓ Current Victorian Driver's Licence;

### Agreement

---

I, \_\_\_\_\_ have read and understand the objectives and conditions of the above mentioned role.

Employee: \_\_\_\_\_

SGSC: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_