



POSITION DESCRIPTION

Position Title	People and Culture Advisor		
Classification	Band K	GHCMA Enterprise Agreement	
Division	Corporate Services		
Position Reports To	Executive Manager, Corporate Services		
Employment Type	Part-time (12-month Parental Leave Contract)	FTE	0.6-0.8
Location	Hamilton/Warrnambool		
Flexibility	The position is based in Hamilton or Warrnambool with options to work from home, and out-of-hours attendance at meetings/functions will be periodically required. The role may also include travelling alone after hours.		

Organisational Context

The Glenelg Hopkins Catchment Management Authority (CMA) was established in 1997 to effectively and efficiently deliver land, water and biodiversity programs that protect and enhance landscapes as well as support thriving communities.

We connect individuals and interest groups who live on, work with, and enjoy our land and waterways with reliable information, valuable opportunities, and inspirational motivation so that the community is informed, empowered, and enabled to create a sustainable South West Victoria.

Our organisation is committed to our three key values of 'Pro-active, Professional and Innovative' that underpin our workplace culture.

There are three program areas within the GHCMA: Corporate Services, Land Health and Biodiversity, and Waterways. These are supported by the CEO office which manages the relationship with the Board and provides cross organisational support relating to the involvement and reputation of the CMA.

Position Purpose

The People and Culture (P&C) Advisor sits within Corporate Services and partners the program areas to enable and deliver effective strategies and programs relating to;

- Human Resources Management
- Wellbeing, Health & Safety; and
- Culture and Change programs.

The position is a key provider of authoritative advice and services to Executive and Managers on all facets of human resources management and proactively participates in and contributes to the Corporate Services leadership team.

The purpose of this position is to provide operational and strategic support within all facets of human resources, and to be the first point of contact for employees and external parties regarding employment matters.



Stakeholder Relationships

Direct Reports:	1	Indirect Reports:	1
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Internal	External
GHCMA staff GHCMA Executive and Managers Board and Advisory Group members	Dept. Environment, Land, Water & Planning (DELWP) Relevant state and federal government departments and agencies Other CMAs External providers/consultants (EAP, OD/Culture/L&D, Legal) Professional networks

Key Responsibilities

Key Result Area	Key position accountabilities
Technical and Strategic Advice	<p>Lead the development, implementation and maintenance of the People and Culture Strategy, and the Diversity and Inclusion Plan, working in collaboration with senior leaders, Board and staff to ensure ownership and successful delivery of agreed strategic outcomes.</p> <p>Provide authoritative advice to management and staff on a broad range of complex and sometimes sensitive human resources, organisational development, employee relations and health and safety issues reinforcing the authority's values and culture and considering industry best practice and legislative issues.</p> <p>Facilitate the Enterprise Bargaining Agreement renewal, under the direction of Executive Manager and CEO, ensuring staff engagement and compliance with state government policy and federal legislation.</p> <p>Act as the organisation's representative within various forums and networks – Human Resources, Learning and Development, Occupational Health and Safety, Employee Relations etc.</p> <p>Remain abreast of changing legislation and VPS policy, to inform and adapt CMA policies and guidelines, as required.</p>
Project Delivery	<p>Develop people strategies in consultation with the Executive team and support the Executive/Management teams in the implementation of workforce initiatives, addressing current and future needs of the Authority, to ensure effective operations and the achievement of the CMA's objectives as outlined in the CMA's Strategies and Corporate Plan.</p> <p>Develop, review and lead the implementation of innovative and best practices programs and initiatives for the workforce strategies, aligning and supporting various government programs, strategies and directives.</p> <p>Manage the development and implementation of Human Resources Management (HRM) and Wellbeing, Health & Safety (WHS) policy and procedures to ensure policy remains contemporary and procedures continually improved whilst compliant with relevant legislation, regulations and applicable best practice.</p> <p>Manage the design and delivery of leadership development programs and other learning events to continue to enhance organisational ability to be effective and innovative.</p> <p>Coordinate the People Matter Survey (each cycle) including the review and analysis of results; dissemination of information and action planning across the GHCMA.</p>



<p>HR Service delivery</p>	<p>Develop, implement and continuously improve the employee lifecycle through a full range of appropriate Human Resources Management (HRM) and Wellbeing, Health & Safety (WHS) services to support the strategic directions, business operations, managers and staff of GHCMA.</p> <p>Set the standards to be applied in all aspects of people management and the employee lifecycle.</p> <p>Drive the recruitment, selection and onboarding process within GHCMA.</p> <p>Facilitate the creation and maintenance of employment contracts and labour hire for the workforce.</p> <p>Ensure remuneration practices are in accordance with the Enterprise Agreement.</p> <p>Support the Executive in managing the performance planning and review framework for the CMA including performance appraisal and management, career planning, remuneration review arrangements, and reward and recognition.</p> <p>Coordinate and promote organisational learning and development including GH Equip, First Aid, Workplace Obligations, Health and Wellbeing initiatives and other specialist courses as the need is identified, including the development and release of elearning programs.</p> <p>Manage the exit and offboarding processes for employees.</p>
<p>Wellbeing, Health & Safety</p>	<p>Manage the wellbeing, health & safety function within the CMA, working closely with Management and providing sound advice on a broad range of challenges and risks. Act as the organisation's representative within various forums and networks on wellbeing, health and safety matters</p> <p>Oversee the coordination of the Occupational Health and Safety (OHS) Committee, health and wellbeing initiatives, including mental health and resilience.</p> <p>Oversee the management of the Employee Assistance Program contract.</p> <p>Act as the CMAs Return to Work Coordinator for WorkCover (and similar cases).</p> <p>Review the OHS performance of the GHCMA and work with the OHS Committee and OHS consultants to develop and implement appropriate OHS systems and where required, review and resolve safety incidents or issues</p> <p>Initiate OHS audits & investigations to monitor OHS compliance and ensure continuous improvement.</p>
<p>Corporate Governance and Financial Management</p>	<p>Prepare in a timely and accurate manner government reporting and submissions, on behalf of GHCMA, as directed by the Executive Manager Business Services</p> <p>Perform monthly workforce reporting to Executive / Management / Board as required. Identify possibly risks or opportunities for GHCMA workforce</p> <p>Prepare and monitor HR budgets on a regular basis, for the Executive Manager Business Services</p> <p>Oversee the budget and expenditure of programs or projects, as directed.</p>



Organisational Requirements

Area	Requirements
Risk	<p>Employees of Glenelg Hopkins CMA are responsible for:</p> <ul style="list-style-type: none"> • Taking all reasonable and practicable steps to implement efficient systems and procedures • Contributing to the continued improvement of the CMA's risk management capabilities, including reporting any incidents that may result in unacceptable levels of risk or non-compliance with established procedures • Maintaining adequate records to demonstrate the management of risk.
Occupational Health & Safety (OHS)	<p>Employees and contractors of Glenelg Hopkins CMA are required to:</p> <ul style="list-style-type: none"> • Take the care to protect their own health and safety and that of their fellow workers • Comply with statutory requirements, Glenelg Hopkins CMA policies and procedures and all lawful instructions of managerial and supervisory staff • Co-operate in achieving a safe and healthy workplace • Wear and/or use all necessary protective clothing and equipment issued in order to protect the health and safety of themselves and fellow workers • Under no circumstances operate vehicles, plant or equipment while under the influence of alcohol, drugs or any other dangerous substance or without specific licences and certifications • Set a personal example • Observe behaviour of contractors and consultants to ensure that they also are aware of and adhere to OHS requirements and standards.
Record Keeping	<p>Responsible for ensuring all record keeping activities under your control have been identified, created, and captured as per the CMA's record keeping requirements and obligations, in a transparent and secure manner.</p>
Limits of Authority	<p>Authority is limited to and in accordance with the current Instrument of Delegation.</p>
Organisational Accountabilities and Responsibilities	<p>The Glenelg Hopkins CMA is committed to the health, safety and wellbeing of all staff and as such will comply with all relevant statutory requirements. It is a condition of employment with the CMA that all employees comply with organisational Values, the Victorian Public Sector Code of Conduct and policies and procedures (as updated and amended from time to time).</p>



Skills, Knowledge and Experience required to undertake the Role

- Tertiary qualifications in Human Resource Management, Organisational Development or Business Management with a minimum of five years' experience in leading the delivery of human resources services.
- Proven experience in the design, implementation, management and evaluation of contemporary HRM and WHS strategy, policies and programs that support the business strategic goals.
- Demonstrated understanding of the diverse aspects of the Human Resources discipline, with the ability to apply this understanding at an operational and strategic level.
- Thorough understanding of the political, legal and social environment, in which the human resources function operates, with a proven ability to apply analytical and problem-solving skills to achieve successful outcomes
- Experience in providing expert advice and guidance on all facets of wellbeing, health and safety matters, including return to work, wellbeing and resilience, mental health and OHS legislative matters
- Experience with interpretation, application and negotiation of Enterprise Agreements
- Strong interpersonal and time management skills, with a demonstrated ability to be able to communicate effectively, engaging and negotiating with a wide range of partners and stakeholders. Including strong consultation and counselling skills.
- Demonstrated effective communication and interpersonal skills and ability to develop and maintain positive relations with internal and external stakeholders.
- Sound skills and knowledge of HRIS software and high level of proficiency in the office software packages such as Office 365.
- Current Victorian Driver's Licence (Manual) and Victorian Working With Children Check (WWCC) (WWCC can be obtained prior to appointment)

Position Certification

My signature below confirms that I understand and agree to undertake the inherent requirements of the position as outlined above.

Employee Name

Employee Signature

Date:

Manager Name

Manager Signature

Date:

Office use only

Position Reason	New position Replacement Position Other	Position Re-designed Position updated (17 June 2021)	
Approved by:	CEO	Date:	28 June 2021