

# Scenic Rim Regional Council



<b>Position Title:</b>	Principal Specialist - People and Strategy	<b>Position No:</b>	206000
<b>Portfolio:</b>	People and Strategy		
<b>Position Objective:</b>	<p>Council has re-aligned its leadership structure to better lead its 400 plus workforce in order to deliver services to the 4 new Portfolios:</p> <ul style="list-style-type: none"> <li>• People and Strategy</li> <li>• Customer and Regional Prosperity</li> <li>• Asset &amp; Environmental Sustainability</li> <li>• Council Sustainability</li> </ul> <p>Council has embarked on a refresh and refocus journey and this role is located in the People and Strategy portfolio. Our continued success as an organisation to be effective and efficient in the delivery of services, sees the need for developing a supportive structure to enable Council in achieving its goals. As Principal Advisor, People and Strategy this role provides advice and service to senior managers and clients across Council on employee and industrial relations matters. This role works closely with statutory authorities, industrial unions and professional groups to ensure good governance in the delivery of all industrial and employee related services.</p>		

## Our Values

### Communication

We actively promote clear, concise and open discussion between staff, Council and communities.

### Respect

We act respectfully to each other, accepting each person's individuality and their role.

### Teamwork

We work cooperatively to achieve common goals, drawing on the strengths of each other, in a supportive and safe environment.

### Honesty

We act with integrity and when we ask an honest question, we get an honest answer.

### Accountability

We accept ownership of our role and responsibility for our actions.

### Trust

We build strong relationships that we believe in and rely on.

### Staff worth

Our actions demonstrate that our people matter.

### Quality

We have pride in whatever we do, and strive to do it well

**enabling community + environmental sustainability**

## Responsibilities

Functional lead in the strategic development, implementation and leadership of a range of contemporary industrial relations service deliverables to meet the needs of a maturing workforce.

Demonstrated expertise in applying Human Resource frameworks and the ability to apply this knowledge in the case management of complex employment matters and investigations.

Lead the development and presentation of high level discussion papers, correspondence and briefing material relating to a range of complex industrial and employee relation issues.

Undertake the delivery of a range of matters that relate to Council's representation at the Industrial Relations Commission, Anti-Discrimination Commission and the like to ensure Council's interests are represented up to and including arbitration.

Lead the delivery of workplace relations case management activities (e.g. Grievance, investigations, appeals, discipline, anti-discrimination) to ensure Council responds to people management matters efficiently and effectively.

Provide leadership and advice in Council's statutory and regulatory obligations to review and/or development of HR policies and Frameworks to support strategic organisational outcomes.

## Skills, Knowledge and Experience

### Technical

High level experience in the delivery of Employee and Industrial Relations advice and services within a Public Sector environment.

### Organisational

<b>Team Work/ Collaboration</b>	High level experience in working as part of broader HR team to support optimal service delivery.
<b>Customer Focus</b>	Understands and demonstrates a commitment to quality service outcomes by tailoring and meeting the needs to a diverse range of customers.
<b>Communication</b>	High level of experience in working effectively with internal and external stakeholders in the development, implementation and delivery of solutions as they relate to complex industrial relation matters.
<b>Results</b>	Strong experience in setting and achieving work goals, meeting priorities and deadlines in a fast paced environment.

## Organisational Relationships

- Senior Member of People and Strategy Team
- Report to General Manager People and Strategy
- Service provider to a broad and diverse wider leadership team (including Professional, Operational and Technical leaders)

### How will I be assessed

- Please provide a current Curriculum Vitae (CV) of no more than 5 (five) pages including 3 (three) current/ recent referees, one of which must be a Leader / Manager.
- Please provide 2 (two) recent work examples of no more than 2 (two) pages where you can demonstrate your skills, knowledge and experience as relevant to the criteria listed under Responsibilities of the position.