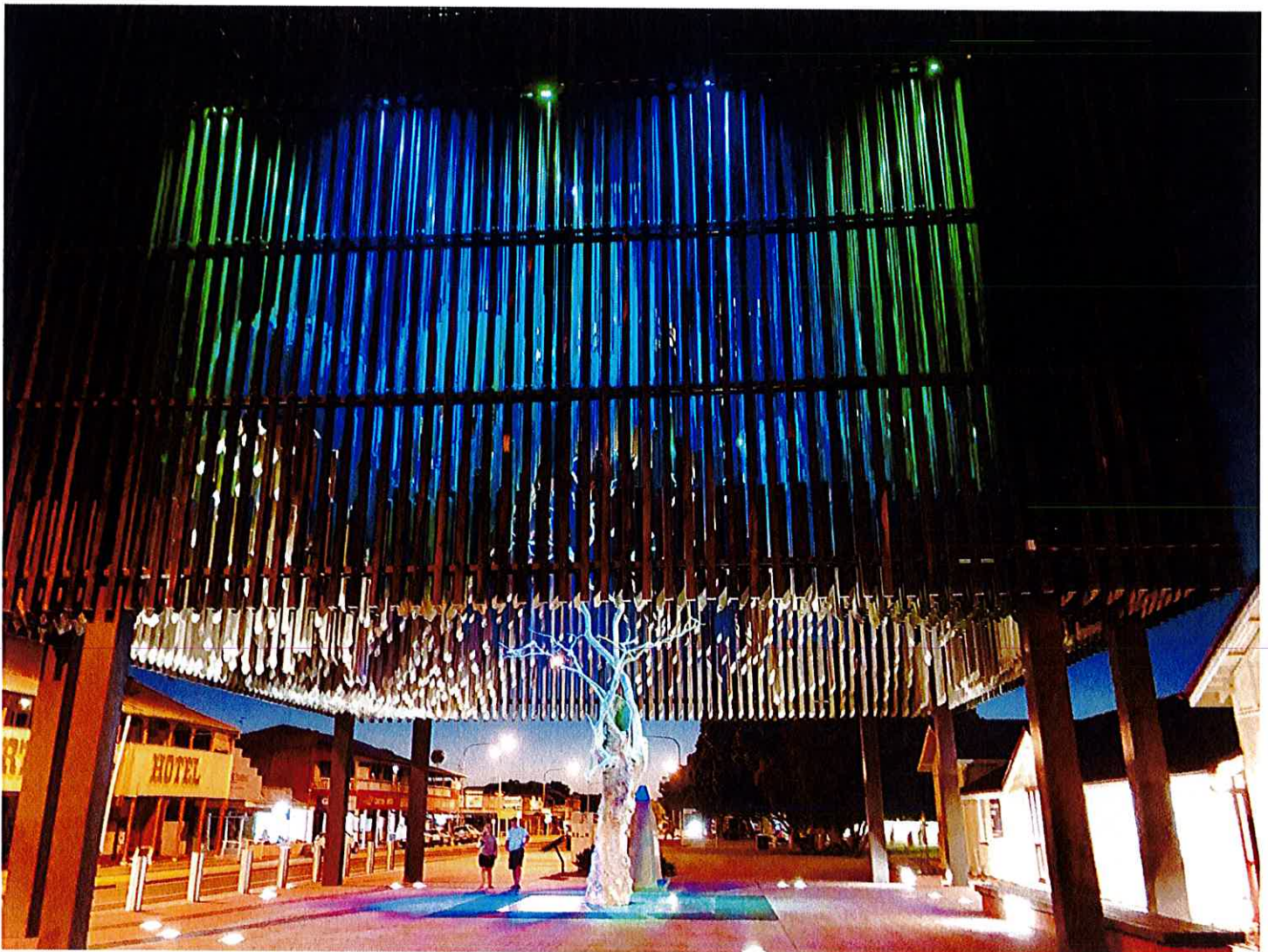


Position Description

# Manager People, Culture and Organisational Performance



The Barcaldine Regional Council is made up of the former Shires of Aramac, Barcaldine and Jericho and now includes the towns of Alpha, Jericho, Barcaldine, Aramac, and Muttaborra. With an estimated population of 2,900 people, the Barcaldine region covers an area of 53,677km<sup>sq</sup> in Central West Queensland, about 440km west of Rockhampton.

## **Community and Lifestyle**

The Barcaldine Region is one of the largest cattle producing regions in Central Western Queensland and also has a productive sheep, wool and Macropod harvesting industry with the prospect of mining.

The rich heritage, indigenous cultural, natural landscapes, variety of fauna and flora, lakes and rivers, arts, events and regular festivals ensure there is something for everyone.

## **Alpha**

Alpha, the "Gateway to the West" was named after an early property in the area which was taken up in 1863 and then become established as a service town for the railway construction workers. Best known as the "Town of Murals", Alpha has 28 murals that beautifully illustrate the day-to day life of people in the bush and pioneering history of the district. The murals were painted by local and former resident artists and add a colorful ambiance to the town.

The major industry in the area is beef production, although this may change in the future due to the discovery of large coal deposits. Although Alpha had a small population, they have a good range of facilities, shopping and services.

## **Jericho**

The tranquil and charming township of Jericho is situated on the banks of the Jordan River, south of Lake Galilee. It was originally settled when the railway line reached the banks of the Jordan River in 1885. Named after a pioneer of the area Harry Jordan, Jericho- because of its biblical sounding name- became connected with the story of Joshua and the walls of Jericho.

A group of local artists and historians have created a structure, called the Crystal Trumpeters, that tells the story of how Joshua won the battle of Jericho.

Jericho is home to one of the smallest, still, operating drive-in theaters in Australia. Once a month the theatre hosts a movie-double featuring the latest movies.

Redbank Park on the banks of the Jordan River is a great place to camp, fish and bird watch. There is a walking track that follows the river and it's a great place to exercise while experiencing the local flora and fauna.

Jericho also has a number of interesting and colorful murals painted by local residents. One of the most popular is the two goannas having a beer in Darwin Street.

## **Barcaldine**

Barcaldine is situated on the junction of the Capricorn and Landsborough Highways and known as the Garden City of the West. Barcaldine is the largest town in the area and locals are proud of their interesting and famous history.

Barcaldine is home of the Tree of Knowledge, the reputed birthplace of the labour movement in Australia. The Tree- a ghost gum- grew outside the Railway Station for about 180 years until 2006 when sadly, it was poisoned by an unknown culprit. The famous tree has been preserved and placed under an award-winning timber structure that constructed to protect the preserved tree and celebrate the importance in Australia's history. The structure is impressive during the day but when viewed at night it is truly magnificent.

The name Barcaldine originates from the Oban region in Scotland. Donald Charles Cameron was one of the first settlers in the district and a direct descendant of the Campbells of Barcaldine Castle. He settled on a portion of land fronting the Alice River and immediately named his property "Barcaldine Downs". The railway line came as far as Lagoon Creek in 1886 and the township of Barcaldine developed on the land from the Barcaldine Downs run.

## **Aramac**

Aramac is one of the oldest towns in the central west and steeped in history. Originally known as Marathon, the town was later renamed after Robert Ramsay Mackenzie- the first explored to the area who carved his name (R R Mac) on a tree. The tree was found by the explorer William Landsborough and the name Aramac was born.

The district was one of the biggest wool producers in Australia but it's the history of the local cattle industry that has made it famous. The infamous Harry Redford (Captain Starlight) was a drover and cattle duffer who stole cattle from the Aramac area and drove them to South Australia. Among the cattle he stole was a white bull from Bowen Downs which nearly proved to be his undoing.

Harry faced court in Roma, Queensland on cattle stealing charges after the white bull was recognised by staff from Bowen Downs. The story of his daring escapades has been retold in many forms but in Aramac they have their own way of celebrating this historical event. There is a statue of the white bull in Gordon Street and each year visitors can join the connection to Harry.

## **Muttaburra**

Muttaburra derives its name from the local aboriginal tribe of Mootaburra which means the meeting of waters- which is most appropriate as Muttaburra is situated close to a number of water courses.

Muttaburra has the distinction of being the town closest to the geographic centre of Queensland. Although Muttaburra is only small in population with around 100, it has a huge reputation for its hospitality and a strong community minded population.

Muttaburra's most famous moment was when local grazier Doug Langdon uncovered the fossilized skeleton of a dinosaur. The Muttaburrasaurus Langdoni was a land living, plant eating dinosaur that roamed the earth 100 million years ago. The discovery of the skeleton was the first of its kind in Australia and Muttaburra celebrates this with a statue of the Muttaburrasaurus Langdoni in the Park in Bruford Street.

The Muttaburra area is renowned locally for being a great place to fish from the famous Yellow Belly or Golden Perch.

There are several spots along the Thomson and Landsborough Rovers where you can enjoy camping, fishing and water sports.

Position	Manager of People, Culture and Organisational Performance
Position Number	
Classification	909
Status of Employment	Contract
Work Group	People, Culture and Organisational Performance

### About the role

- Integral member of the Executive Leadership Team (ELT) reporting to the Chief Executive Officer (CEO).
- Instrumental in the future success of the organisation through visionary, inspiring and strategic, leadership with a focus on safety performance, financial sustainability and continuous improvement.
- Develops short-term and long-term people, culture and organisational performance strategies with a focus on delivering strategic goals set within the Corporate Plan.
- Critical to improving productivity and driving performance, values based culture that delivers organisational success through effective
- Accountable for growth in organisational capability through the delivery of targeted human resource policy, strategy and advice, including leadership, learning and organisational development, culture change, succession planning, talent management and performance management.
- Leads the health, safety and wellbeing function to ensure compliance with legislative and regulatory requirements, including the development, implementation, assessment and review of comprehensive health, safety and wellbeing management plans delivering initiatives that improve safety outcomes for the workplace.
- Leads corporate strategy and business transformation to deliver continuous improvement and achieve long-term sustainable operational excellence across the organisation.
- Provides expert advice, reporting and service to the Mayor, CEO and Councillors within a complex legislative system and sensitive political environment.

### Key Relationships

Internal	External
Chief Executive Officer	Federal and Queensland Government Departments
Executive Leadership Team	Local Government Authorities
Mayor and Councillors	WH&S Queensland
Employees and other workers	Queensland Industrial Relations
	Auditors
	Unions

## Key Accountabilities

Leadership Capabilities	Role Specific Accountabilities	Performance Criteria
Strategic Focus	<ul style="list-style-type: none"> <li>• Deliver on organisational objectives and key performance indicators.</li> <li>• Lead strategic plans that respond to Council's future needs, whilst ensuring value for money.</li> <li>• Ensure optimum integration of planning that supports alignment across budget, operational capital planning and service delivery Council wide.</li> <li>• Lead and drive delivery on corporate and operational planning as well as delivery of key projects and initiatives, with particular focus on catalyst projects.</li> <li>• Deliver and lead an organisational People Strategy that identifies and informs practices and activities to build leadership and organisational capability, deliver a safe work environment, define individual accountability and promote and support people to realise a high-performance culture.</li> <li>• Establish and drive policies, procedures, systems and plans for future operations to ensure an integrated response that considers customer focus of the business units is maintained.</li> <li>• Drive continuous organisational improvements and business transformation.</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver Operation Plan and Corporate Plan</li> <li>• Satisfactory progress on key initiatives</li> <li>• Developed relationships and reputational status with key stakeholders</li> </ul>
Adaptability	<ul style="list-style-type: none"> <li>• Keep up to date with political environment, economic , industry, employment and social trends and developments which may impact on current operations or may create new opportunities</li> <li>• Proactively lead and manage effective change management encouraging innovation, diversity and continuous improvements.</li> <li>• Ensure effective and transparent organisational change management strategies and programs are in place to respond to internal and external workplace threats and risks to contribute to the achievement of corporate objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement and improve 360 degree feedback.</li> </ul>
Building Capability	<ul style="list-style-type: none"> <li>• Role model for effective, constructive, results driven and positive leadership.</li> <li>• Develop a high-performing, diverse and customer service driven workforce with a responsive culture</li> <li>• Promote exceptional people performance</li> <li>• Ensure effective people management through employee engagement, diversity and inclusiveness, equal employment and staff development.</li> <li>• Enable and drive a safety leadership culture.</li> <li>• Provide a strategic driven framework that enables the development of learning and growth of employees within the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased engagement results and productivity of the group</li> <li>• Completion mandatory organisational training</li> <li>• Improved professional and technical group capability</li> <li>• Delivered outcomes of priorities</li> <li>• Develop succession and workforce planning</li> </ul>
Results	<ul style="list-style-type: none"> <li>• Ensure effective budget management, appropriate procurement and contracting.</li> <li>• Lead key strategic initiatives and projects in</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Delivery</li> <li>• Quarterly and annual Operational Plan reporting.</li> </ul>

	<p>accordance with the Corporate Plan.</p> <ul style="list-style-type: none"> <li>• Enable business transformation and innovation.</li> <li>• Ensure operating guidelines and work procedures are consistent with a view for continuous improvement.</li> <li>• Enable the development of effective workforce plans to ensure appropriate financial and physical resources are in place to deliver Council's short and long-term objectives/</li> <li>• Measure and monitor organisational culture to mitigate risks for human capital issues negatively impacting culture or performance.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop operational performance metrics.</li> </ul>
Relationships	<ul style="list-style-type: none"> <li>• Build and foster relationships across Council, fostering an environment of trust and teamwork.</li> <li>• Maintain effective relationships with councillors, regulators, state and federal government agencies to deliver strategic benefits to the community.</li> <li>• Effectively engage with leaders and employees to negotiate mutually beneficial outcomes for all stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• CEO and ELT feedback</li> <li>• Mayor and Councillor Feedback</li> <li>• Proactively implement 360 degree feedback</li> <li>• Positive feedback from key government, business, industry and community groups.</li> </ul>
Governance	<ul style="list-style-type: none"> <li>• Ensure compliance with all relevant regulatory, statutory and compliance obligations, as well as internal practices and procedures, as they relate to workplace health and safety, environment, industrial relations, corporate governance and any other legislation.</li> <li>• Act in accordance with objectives, strategies, policies and obligations arising from the enterprise risk management framework.</li> <li>• Manage operational and financial performance accordingly</li> <li>• Ensure compliance with awards and certified agreements.</li> <li>• Representation at the industrial Relations Commission</li> <li>• Ensure relevant statutory obligations are met through the provision of advice and information relating to the relevant legislative and statutory frameworks</li> <li>• Support Council decision making and good governance through advice and information on protocols, policy and processes.</li> <li>• Interpret statutory obligations and formulate options to establish capacity to meet and exceed these statutory obligations (e.g. identify, analyse and escalate risks/ hazards, maintain effective industrial relations compliance, escalate and facilitate the understanding of risk and hazard identification management and treatment).</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with statutory and regulatory obligations</li> <li>• Improves safety performance and compliance with Queensland WH&amp;S Act.</li> <li>• Organisational risks are known and effectively mitigated</li> <li>• Accuracy and timeliness of reports.</li> </ul>