

Position Description

Position Title	Organisational Development Consultant (Payroll & Projects)
Directorate	Corporate Services
Dept /Business Unit	People, Culture & Innovation Services
Team	Organisational Development (OD)
Classification	Band 7
Date	March 2023

Reports to:	Team Leader Organisational Development
Supervises:	OD Consultant (Payroll) & OD Officer (Payroll)
Internal Liaison:	Directors, Department & Business Unit Managers, OD staff, Financial Services staff, Supervisors and all other Council employees
External Liaison:	OD and Payroll Professional Services, Auditors, ATO/ABS, Financial Institutions, Reps of Superannuation funds, Frontier Software, Union Officials, Employer Associations, legal advisors, and other Local Government Officers

Position Objectives

Your primary purpose in this position is to:

- Management of Council's Payroll & HRIS System, ensuring the provision of effective and compliant Payroll services, including but not limited to complex Payroll transactions, system administration, audits, and management reporting.
- Provide back up support to OD Consultant (Payroll) and other OD Consultants as well as ensuring Employee Relations are positive and conducted with respect and sensitivity.
- Determining corrective actions to resolve complex Payroll transactions and irregularities to ensure the delivery of high-quality Payroll services, including developing, implementing, and administering strategic online and other electronic tools and information to support the information needs of the business.
- Provide strategic advice and guidelines to line Managers developing and implementing policies, programs and initiatives that support the achievement of organisational objectives.

Key Selection Criteria

You need these essential qualifications and /or experience, knowledge, and skills to carry out this position:

- Relevant Degree or Diploma qualifications such as Business Management or related field along with significant subsequent relevant demonstrated skills, knowledge and experience delivering Payroll related Human Resource (HR) or Organisational Development (OD) services.
- Alternatively, lesser formal qualifications in combination with extensive relevant skills knowledge and experience in the delivery of Payroll related Human Resource (HR) or Organisational Development (OD) services will be considered.
- Relevant skills, knowledge and experience should include demonstrated:
 - Management of a complex Payroll system including Chris21 Database & HR Reporting Systems combined with high level numeric reasoning, preferably with a sound understanding of accounting principles.
 - Ability to interpret Awards, EA's, Federal & State Legislation along with advanced knowledge of Taxation legislation as well as Defined Benefits & Super Guarantee administration.
 - Competence in the research, development and implementation of HR / OD policies and strategies combined with ability to influence thinking, create outcomes, analyse and problem solve and provide leadership on HR / OD issues.
 - Ability to work as an effective Team Leader, including planning and organisational skills to manage workloads and meet deadlines.

- Advanced skills in MS Office Products, combined with well-developed interpersonal, written, and verbal communication skills including conflict and grievance resolution techniques.

As part of the Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

- ☒ satisfactory (and ongoing) Police Check

Position Specific Responsibilities & Skills

In this position, you are responsible for:

<u>Undertake system administration activities</u>	<ul style="list-style-type: none"> • Configuration of Chris21 to perform at an optimal level. • Ensure data integrity and audit requirements are met for both internal and external auditors (VAGO).
<u>Reporting</u>	<ul style="list-style-type: none"> • Compile and develop HRIS System reports, ensuring standard reporting is available via Crystal, Chris21, UView, UConnect and Excel. • Produce standard and analytical management reports on Payroll and other HR Metrics, as well as responding to external reporting requests, including other Councils, LG Pro etc.
<u>Compliance</u>	<ul style="list-style-type: none"> • Ensure all statutory returns and legislative requirements are met and maintained, including but not limited to; ATO, Superannuation, Work Safe, CGD EBA, Fair Work Commission and relevant State & Federal Legislation.
<u>Accounting</u>	<ul style="list-style-type: none"> • Prepare annual Rateable Remuneration Work Safe Returns, ATO PAYG Reconciliation. • Ensure interface with Council's Accounting system is working optimally, including assisting managers with Budget preparation and advice.
<u>Employee Relations</u>	<ul style="list-style-type: none"> • Assist and support managers, supervisors, and staff to effectively and efficiently address any staff related matters, including the resolution of grievances and assistance with investigations to minimise risk to the organisation. • Support employees who assist Council to meet OD initiatives within the organisation (e.g., EEO and Family Violence Contact Officers, Staff Consultative Committee participants etc), as well as liaising with and maintaining effective working relationships with local union representatives and officials. • Represent Council as required with Industrial organisations, including Fair Work Commission, Victorian Human Rights and Equal Opportunity Commission, Worksafe and other bodies. • Interpret industrial Awards, Acts and Enterprise Bargaining Agreements (EA) to staff and managers in a simple and straight forward manner. • Support and participate in the Staff Consultative Committee and EB negotiations (as appropriate and where required).
<u>Consultancy</u>	<ul style="list-style-type: none"> • Provide high level consulting service to managers, partnering with the business to maximise outcomes via people related strategies and programs. • Provide effective and timely advice and counsel on matters relating to all areas of organisation development, including assisting in the preparation and evaluation of position descriptions, in line with Awards. • Build trust by open communication, giving honest and constructive feedback to all Council staff, including using active listening techniques. • Develop and maintain methods to communicate employment conditions and benefits to staff (brochures, posters, and booklets).
<u>Information Management and Strategic OD Reporting</u>	<ul style="list-style-type: none"> • Provide high level specialist advice in the ongoing development and maintenance of HRIS and other system applications including Strategic OD reporting and dashboards. • Collate and provide appropriate management information and data, to monitor organisational performance, through analysis of business requirements and development of innovative electronic/online solutions.
<u>Professional Development</u>	<ul style="list-style-type: none"> • Pursue professional development opportunities to keep abreast of changing legislation, new trends, developments, and best practice in HR /OD management, actively

	<p>participating in special interest groups and building relationships with networks.</p> <ul style="list-style-type: none"> • Represent Council positively at all times and foster positive working relationships across Council and with project partners and stakeholders.
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<u>Organisational Development Projects</u>	<ul style="list-style-type: none"> • Work collaboratively with senior managers to promote corporate programs and achieve OD goals through the delivery of OD and Cultural Change programs that increase organisational effectiveness and employee performance and satisfaction. • Continuously review and improve HR practices and processes through creative problem solving, process mapping, review, and innovation, leading the development, review and implementation of innovative OD policies and programs to build the capacity of management and staff. • Work collaboratively with managers to promote corporate programs, OD projects and goals.
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Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are at the back.

REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are at the back.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

Emergency Management	<ul style="list-style-type: none"> • Help Council fulfil its emergency management obligations by assisting in emergency management activities as required
Child Safety	<ul style="list-style-type: none"> • Promote positive work practices with children • Establish boundaries around acceptable and unacceptable behaviour in relation to children • Adhere to reporting obligations where there is suspected or discovered child abuse
Climate Change & Sustainability	<ul style="list-style-type: none"> • Help support Council's response to the climate emergency by helping facilitate a whole -of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
Compliance	<ul style="list-style-type: none"> • Remain mindful of the requirements of the Victorian Charter of Human Rights at all times • Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information. • Perform other duties as directed within the limits of acquired skills, knowledge, and training. • At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees. • At all times, comply with Council's Code of Conduct - Staff.
Diversity, inclusion and equity	<ul style="list-style-type: none"> • Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: <ul style="list-style-type: none"> ○ zero tolerance of racism and expectations that staff will act on incidents of racism ○ supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.
Gender Equality	<ul style="list-style-type: none"> • Prevent and address violence against women and workplace sexual harassment, including by modelling acceptable behaviour, responding decisively to improper conduct and properly managing initial disclosures

Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

On a typical day, approximately this much time would be spent on the following activities:

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Working independently – ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Team based work – works in a team of people and not exposed to isolation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communicating with others – Verbally		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communicating with others - Written		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Focused Attention to task – high levels of attention required to minimise errors and ensure accuracy		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concentrating – high levels of concentration required while completing required tasks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Planning and sequencing tasks and activities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Decision making – required to exercise sound decision making while completing all aspects of the position		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Problem solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reasoning – required to exercise sound reasoning while completing all aspects of the position within defined scope		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Judgement – required to exercise sound judgement while completing all aspects of the position within defined scope		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Short and long-term memory recall – ready access to documented procedures or precedents to perform requirements of the position		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emotional resilience – exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Physical Requirements

- ☒ This position does not require more than 10-15% manual handling/physical exertion
- ☐ A task analysis exists because this position requires more than 10-15% manual handling/physical exertion

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures					
Sitting – stay in a seated position		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing – standing in an upright position, moving less than 3 steps		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking – In an upright position, moving more than 3 steps		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling – Move on the hands & knees or by dragging the body close to the ground		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-manual handling					
Crouch/squat – To lower the body by bending forward from legs and spine, buttocks on or near the heels		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling – To lower the body		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching – Extending arms out in any direction		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting/trunk rotation – Rotating the body to one side or the other without moving the feet		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine manipulation/pinch grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Power/open hand grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing/typing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb ladders		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or descend stairs		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low level work – Performing manual handling actions at or near ground level		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Handling					
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling – Applying force to move something away or closer to one's self, including static positions		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kilograms of force (kg.f) – Amount of force or effort required to perform a specific task or part of a task		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weight requirements – lift, carry, push, pull or hold					
1-5kg		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1 – 10kg		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1 – 15kg		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.1 – 20kg		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift floor to hip		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift waist to shoulder		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift overhead		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/pulling		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Band descriptors *(as defined in Council's Enterprise Agreement)*

These descriptors help to classify the position:

Accountability and Extent of Authority

The position is directly held responsible for:

- Managing the day to day running and resource management of the Payroll team, with:
 - the freedom to act governed by departmental policies objectives and budgets,
 - a regular reporting mechanism to the Team Leader OD to ensure achievement of unit goals and objectives; and
 - the potential for decisions and actions taken in this regard to have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.
- Where responsible for the provision of sound, specialist advice to or the regulation of clients including relevant management, team leaders and employees across the organisation in relation to HR and OD matters, internal procedures, and policies, the:
 - freedom to act is subject to professional and regulatory review; and
 - decisions made, or advice given in this regard may have a substantial impact on individuals or teams.
- Where responsible to formulate and improve policies, systems, procedures, and operational guidelines, the:
 - work undertaken will be of an investigative, analytical, or creative nature with the freedom to act generally prescribed by the Team Leader OD; and
 - quality of the work may have a significant effect on the policies or work systems / procedures developed.

Judgement and Decision-Making Skills

Judgement and decision making is within the following scope:

- The work is essentially problem solving in nature and specialised, with methods, procedures and processes generally developed from theory or precedent. processes and procedures developed by occupant guidance may not be available.
- The problem-solving process comes from the application of these established techniques to new situations.
- When contributing to the formulation of relevant policies, decision making guidelines or strategies, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made to the Team Leader OD.

Independently:

- Manage the Council Payroll function, including training, mentoring and compliance, development, and implementation of Payroll procedures to ensure Legislative requirements are met, carrying out reporting tasks in accordance with established Council timetables.
- Develop Chris21 system to ensure compliance, and best practice payroll, planning and implementing improvements to the HRIS system.
- Provide specialised advice to Council's managers on HR and OD policies, procedures, and associated activities, ensuring they have a clear understanding of OD Policies and procedures and the ability to implement them.

With Input from the Team Leader OD:

- Develop, implement, and evaluate ongoing improvements to Payroll work systems, procedures, and unit activities through feedback from a wide range of Council areas.
- Provide specialised advice on complex HR and OD related matters to Council's managers and officers.

Recommends and Identifies to the Team Leader OD:

- Major improvements or changes to HR/OD systems, policies, or procedural needs, including those derived through feedback from other departments.
- Refer complex, critical and/or contentious HR/OD issues or matters, including to the Manager Culture & Innovation, particularly where these require Executive consideration/approval.

Guidance:

- Works under broad direction from the Team Leader OD with all decisions made within legislative guidelines, however guidance is not always available within the organisation.

Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- Proficiency in the application of a theoretical or scientific Payroll disciplines in the search for solutions to new problems and opportunities, through a thorough understanding of Federal and State legislation for Taxation, Superannuation and Work Safe purposes, as well as analysis of a range of data and innovative options and approaches for improvements to the HRIS system, supporting the needs of the organisation.
- Demonstrated ability managing a complex high volume Payroll system utilising substantial experience in computerised Payroll administration, and implementation of new systems, as well as providing professional and accurate advice to management and staff.
- Demonstrated ability leading a Payroll team, including organisational skills and abilities to manage workloads to meet deadlines, providing information, assistance, back up and support to OD activities including Recruitment, Learning & Development, Performance Management, Health, Safety and Wellbeing.
- Where involved in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation wide framework.
- An understanding of the long-term goals of the wider organisation, its values, and aspirations and of the legal and political context in which it operates.
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures, combined with high level numerical reasoning and demonstrated ability to sustain high level of integrity of data, ensuring all auditing requirements are met.

Management & Interpersonal skills

- Demonstrated skills in managing time, setting priorities, and planning and organising one's own work and where appropriate that of other employees in the Payroll team so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- Liaison with peers and others within other organisations to discuss and resolve specialist problems and with other staff within Council to resolve intra-organisational problems, to ensure the Payroll / HRIS systems provide optimal information.
- An understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employee development, recruitment and selection procedures and techniques, position descriptions and employee's development schemes and is also expected to contribute to the development and implementation of long-term staffing strategies.
- Gain cooperation and assistance from Senior Management, Managers, Team Leaders, and employees in the administration of broadly defined activities and to motivate and develop employees, including completing annual PDPs, as well as partnering with business units across the organisation and work to enhance the Human Resource Management capabilities of Council Officers.
- Advanced administration skills in use of HRIS and MS Office products along with the ability to write clear and concise reports and prepare management reports using reporting software.

Verification & Approvals

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	Name	Signature	Date
Prepared by	Maddi Pereira		March 2023
Manager	Anthony Camillo		March 2023
Director	Anthony Camillo		March 2023
Occupant			

Appendix

Core Capability Framework – People Leaders

Relationship Management

Develops and maintains strong and enduring relationships with colleagues and/or external stakeholders which are built on mutual respect and commitment. Ensures that all people are treated with dignity and respect regardless of gender, ethnicity, religion or sexual orientation.

- Ensures a wide range of views and opinions are encouraged and valued
- Builds strong and trusting relationships with team members and across the directorate
- Seeks to achieve outcomes that are beneficial to all stakeholders
- Demonstrates high levels of integrity and teamwork in all relationships

Planning & Organising

Thinks from a wholistic perspective and sees the patterns in the complex relationships that exist between the different parts of the organisation. Uses these insights to ensure that the organisation's human, physical and financial resources are effectively used in the achievement of the organisation's, team's or the role's agreed priorities.

- Ensures that team members are able to see the connections between the work of the team and the broader organisational context
- Actively engages team members in the development of realistic plans to deliver work unit priorities
- Allocates work unit resources to achieve desired results
- Takes corrective action as required when concerns have been identified

People Development

Demonstrates a deep commitment to ongoing learning and development as fundamental to the organisation's sustained success and to the realisation of the potential of its people.

- Encourages people to undertake ongoing professional and personal development
- Uses reflection as a key tool for ongoing development and organisational improvement
- Uses transformational leadership practices to engage and grow the capabilities of team members
- Regularly gives and receives constructive feedback
- Communicates with staff in a positive and proactive manner

Future focused organisation

Is keenly aware of the social, political, economic and technological trends that impact the global and local environments and ensures these are factored into the work of individuals, teams or the organisation to deliver on the needs and expectations of the Council and the community it serves

- Monitors the broader environment to understand the impact of emerging trends on the work of the team
- Identifies changes to systems and processes that will lead to the effective implementation of organisational change initiatives
- Encourages others to recognise and value the inevitability of change in organisations
- Assists the team to adapt to a constantly changing environment by communicating change information honestly, empathetically and in a timely manner

Outcome orientation

Demonstrates a strong commitment to a high-performance culture by constantly striving for high quality customer service outcomes and accepting responsibility for outcomes within their control

- Creates opportunities for people to come together to creatively address issues facing the team and the clients they serve
- Sets short-term goals with the team for the team to achieve agreed objectives
- Tracks progress against job expectations and makes adjustments as required
- Sets challenging goals that will deliver superior results

Service focus

Ensures there is a focus on delivering work priorities to agreed quality and timeliness standards

- Demonstrates commitment to quality client/customer service
- Maintains regular customer communication to ensure mutual expectations are clear
- Responds appropriately to client/customer requests and/or complaints

Self-management

- Accepts personal responsibility for outcomes within her/his control

Demonstrates self-awareness through understanding own responses to a range of situations as well as understanding the impact their behaviour has on others

- Demonstrates the ability to regulate and adapt behaviour according to the circumstances and the audience
- Seeks out feedback with the purpose of reflecting on work performance with a view to self-improvement
- Models Greater Dandenong's ethical and organisational standards
- Acts decisively during times of ambiguity and pressure

Safety, health and wellbeing

Ensures that the safety, health and wellbeing of employees, contractors, service users and councillors is at the heart of the organisation's culture and the way work is organised and services delivered

- Aligns team/unit work plans with Council's vision and objectives for employee safety, health and wellbeing
- Allocates adequate resources to achieve safety, health and wellbeing initiatives and objectives
- Monitors departmental performance indicators for the continuous improvement of safety, health and wellbeing practices and culture

Council's REACH Values

Respectful

We respect and care about our community, each other and ourselves.

We act with integrity at all times and in all matters. We take time to listen to and seek to understand the other point of view.

We strive to understand and respect the diversity of our community and our workplace.

We understand our role in the community and respect the responsibility that comes with

Creative

We care about getting the best outcomes.

We constantly ask: What's the future and what's possible?

We have the courage to try new ideas.

We strive for excellence in everything we do.

Engaged

We listen to our community and respond.

We work together with our community and each other, to achieve the best outcome.

We have the confidence to challenge the status quo, to reach for better outcomes.

We are action-oriented in identifying and responding to new challenges.

Honest

We tell the truth, even when we know people may not want to hear it.

We form our opinions and give advice from sound, evidence based research.

We act with humility and apply the highest standards of ethical behaviour to everything we do.

Accountable

We are proud of our city, our community and our achievements.

We spend our time and effort on solutions rather than looking for someone to blame.

We take responsibility for our actions.

