



EMPLOYMENT AND LIFESTYLE  
INFORMATION PACKAGE

*Shire of opportunity*







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## ABOUT

Banana Shire Council Employment and Lifestyle Information Package 2020 highlights Council's commitment to assisting employees to achieve a satisfying work/life balance by outlining a range of work, lifestyle and livability benefits available to employees of the Banana Shire Council.

The Employment and Lifestyle Information Package is reviewed annually and is current at the time of publication.



## MESSAGE FROM THE CEO

Banana Shire Council is on a growth trajectory with several opportunities in the pipeline with new industries. We have a dedicated workforce of 300+ employees and a values-led leadership team who manage sustainability and growth. We are inviting applications from a Human Resources professional to lead our journey to grow and sustain HR innovations for Banana Shire Council.

This is a unique opportunity to be part of a leadership team focussed on the strategic improvement of people and culture management in our organisation.

We provide competitive remuneration, and support on-going professional development with excellent work-life balance. The position is based at Biloela; a welcoming and progressive community that boasts excellent education and medical facilities and ample employment opportunities.

We are an equal employment opportunity employer and invite applications from all suitable candidates.

If you are a values-led leader who is passionate about Council's biggest asset – its people, I encourage you to explore the opportunity.

Kind regards  
Tom Upton





## IDYLIC REGIONAL LIFESTYLE

Banana Shire provides the best of both worlds - a safe, comfortable regional lifestyle in communities that provide all the essentials, while being only a short drive away from some of Queensland's best beaches and busy regional cities.

### LOCATION

Banana Shire is situated in Central Queensland, Australia. It is 120 km west of the growing industrial city and port of Gladstone and an easy drive to the city of Rockhampton.

### DIVERSE RANGE OF JOB OPPORTUNITIES

The region is blessed by a diverse range of mining, manufacturing and agricultural industries which provide employment for various professionals, qualified trades people and also provides entry level opportunities for interested individuals.

### PREMIUM SERVICES

The Shire is supported by high quality service providers. These include numerous child care facilities, eleven public primary schools, three private primary schools, two high schools, three prep to year 10 schools. The Shire also possesses hospital and GP services the envy of most rural and regional communities with the hospitals in Biloela and Moura recently under going multi-million upgrades. In addition the Shire hosts most churches and their associated

groups, five public hospitals, and most business and popular sports. Biloela has an excellent PCYC complex.

### MYRIAD SPORT & RECREATION

Banana Shire provides a variety of recreation, employment, education and lifestyle options. Sport and recreation play a major role in the lifestyle of Banana Shire residents with over 470 different community and sporting groups to choose from.

### MULTI-CULTURAL MIX

Biloela is internationally recognised for the warm welcome it provides to foreign and non-english speaking residents. This has developed a wonderfully multi-cultural community which is celebrated by all its residents

### NATURAL WONDERS

The Shire has many natural attractions including gorges, rivers and National Parks such as the Dawson River and Expedition National Park, Kroombit Tops National Park, Lake Murphy and Mt Scoria Conservation Parks, and Isla Gorge.

### OUTDOOR ADVENTURES

The Dawson River and Callide Dam provide opportunities for fishing and water sports. The Shire can also provide many adventures for the 4WD enthusiast.





## WHY WORK AT COUNCIL?

Council offers its employees a balance of rewarding roles, career development opportunities, a commitment to providing a healthy and safe work environment and has a driven culture. There are job opportunities for people who like working outdoors to create a better environment, jobs working with people of different ages and cultural backgrounds and jobs planning services that will shape the community in the future.



### ENTERPRISE AGREEMENT

Where stated, the provisions of Council's Enterprise Agreement apply, providing expanded entitlements and conditions of employment not covered by the Award.

### SUPERANNUATION

Council offer attractive superannuation packages for all employees of Council, making contributions of up to 12% to the superannuation fund of the employee's choice.

### LEAVE ENTITLEMENTS

Employees are entitled to various types of leave including Annual Leave, Long Service Leave, Parental Leave, Domestic Violence Leave and Personal Leave.

### EMPLOYEE ASSISTANCE

A confidential employee assistance program is available to all Council employees (and direct family members of staff). This service is free of charge and assists staff with any work related or personal issues.

### FLEXIBILITY AND ROSTERED DAY OFF

Council operates a nine-day Accrued Day Off Scheme (more commonly referred to as an RDO in our organisation). Flexible working arrangements may also be available to employees.

### SALARY SACRIFICE

Eligible employees of Council can access salary sacrifice options that include novated leases and personal superannuation contributions.

### PROFESSIONAL DEVELOPMENT

Council is committed to the career development of its employees, and is active in identifying and supporting opportunities for employees to develop within their role and upwards within the organisation. Support including internal and external training, payment of professional fees and study assistance programs are available.

### EQUAL OPPORTUNITY EMPLOYMENT

Council is proud to be an equal opportunity employer. We ensure that equal employment opportunity principles are incorporated into all policies, procedures and processes within the organisation. Council commits to a working environment that is free from discrimination and harassment.

### HEALTH AND FITNESS INITIATIVES

Council provides employees with access to programs such as flu vaccines, skin checks and discounted private health insurance options. Corporate discounts at Anytime Fitness and assistance to employees interested in quitting smoking is also available.







## ABOUT THE POSITION

### Manager People and Culture

<b>Vacancy Reference Number:</b>	<b>VRN2021-070</b>
<b>Department:</b>	<b>Executive Services</b>
<b>Location:</b>	<b>Biloela</b>
<b>Employment Status:</b>	<b>Contract</b>
<b>Recruitment Commences:</b>	<b>Wednesday 8 September 2021</b>
<b>Recruitment Closes:</b>	<b>Wednesday 22 September 2021</b>
<b>Remuneration:</b>	<b>Circa 128K</b>

Banana Shire Council has an exciting opportunity for a suitably experienced and motivated individual to lead the Human Resources team to drive contemporary operational and business needs across Council.

To be considered for this role you must be able to demonstrate or possess:

- Tertiary qualifications (and/or relevant experience) in human resources, project management, business improvement/change management (*or related field*).
- Queensland C class driver's licence
- Experience in managing complex HR projects using contemporary Strategic Leadership
- Drive change, continuous improvement and employee engagement initiatives
- Enterprise Bargaining Agreement experience
- Excellent communication skills including a high level of negotiation and conflict resolution skills
- Extensive understanding of and commitment to EEO and WHS principles and practices.

In addition to conditions that are the envy of the private sector, we offer flexible work arrangements, an unbeatable work/life balance and education and professional development support. Banana Shire Council also assists eligible employees with costs of relocation (as well as rental assistance for up to six months). The Total Remuneration Package includes; salary, superannuation, a vehicle, phone, laptop and professional fees.





## TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences

Email: [enquiries@banana.qld.gov.au](mailto:enquiries@banana.qld.gov.au)

In person: Banana Shire Council Admin Office, Valentine Plains Road, Biloela



## ADVICE TO APPLICANTS

You will be shortlisted in consideration of your merit and suitability to the role based on information provided in your application.

Your Cover Letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the Position Description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the Position Description.

Successful applicants are assessed through the written application, followed by the recommendation of the interview panel and reference checks. Some positions may also require a pre-employment medical as part of the process.





*Shire of opportunity*



PO Box 412, Biloela Qld 4715



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Email - [enquiries@banana.qld.gov.au](mailto:enquiries@banana.qld.gov.au)  
[www.banana.qld.gov.au](http://www.banana.qld.gov.au)



## BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS							
POSITION APPLYING FOR: Manager People & Culture					VRN20/21-070		
FAMILY NAME:					GIVEN NAME(S):		
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____							
MAILING ADDRESS:					MOBILE NO:		
					TELEPHONE NO:		
POSTCODE:							
EMAIL ADDRESS:							
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?							
<input type="checkbox"/> Facebook		<input type="checkbox"/> SEEK		<input type="checkbox"/> LinkedIn			
<input type="checkbox"/> Newspapers _____		<input type="checkbox"/> Posters/Mail outs		<input type="checkbox"/> The Australian Local Government Job Directory			
<input type="checkbox"/> Banana Shire Council Website		<input type="checkbox"/> On-Line (Please specify website) _____					
ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Are you an Australian/New Zealand citizen or Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>							
If no, do you have a working visa? (Please specify type) Yes <input type="checkbox"/> No <input type="checkbox"/>							
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Class of Licence:	<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC	<input type="checkbox"/> RE/R
<input type="checkbox"/> Open <input type="checkbox"/> Provisional <input type="checkbox"/> Learners							
Licence issued in	<input type="checkbox"/> Queensland		<input type="checkbox"/> Another State/Territory		<input type="checkbox"/> Another Nation		
PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							



Please list the **current** Plant Operator Tickets you possess (**Please provide details on a separate sheet if necessary**):

**BLUE CARD** (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? ☐ Yes ☐ No

**WHITE CARD** (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? ☐ Yes ☐ No

**QUALIFICATIONS** (Please provide details on separate sheet if more than one Qualification is held)

Level of Qualification: ☐ Masters ☐ Post Graduate ☐ Degree ☐ Diploma ☐ Certificate/Trade ☐ School

Course Name:

Year Qualification Obtained:

Educational establishment where qualification attained: ☐ University ☐ TAFE ☐ Other Training Centre ☐ School

Name of Establishment: \_\_\_\_\_ Country (If outside Australia): \_\_\_\_\_

#### REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council need to be aware of to make reasonable adjustments? Yes ☐ No ☐

If yes, please state details:

#### WORK RELATED REFEREES

Name: \_\_\_\_\_ Mobile phone No : \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile phone No : \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

#### EMPLOYMENT HISTORY (Mandatory)

Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;

1. Length of Service
2. Position Title held at time of resignation

#### PERMISSION/DECLARATIONS



- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

☐ Yes ☐ No

If yes, please indicate persons you have an association with: \_\_\_\_\_

- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the Employer's Payroll Department for employment purposes only.

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

**PRIVACY COLLECTION NOTICE:**

**The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.**

*Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned.*



### POSITION DETAILS

Position Title:	Manager People and Culture		
Classification:	Contract	Position Status:	Full Time
Employment Conditions:	Contract		
Department:	Executive Services	Location:	Biloela
Reports to:	Chief Executive Officer	Number of reports:	13

### ABOUT COUNCIL

#### Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

#### Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

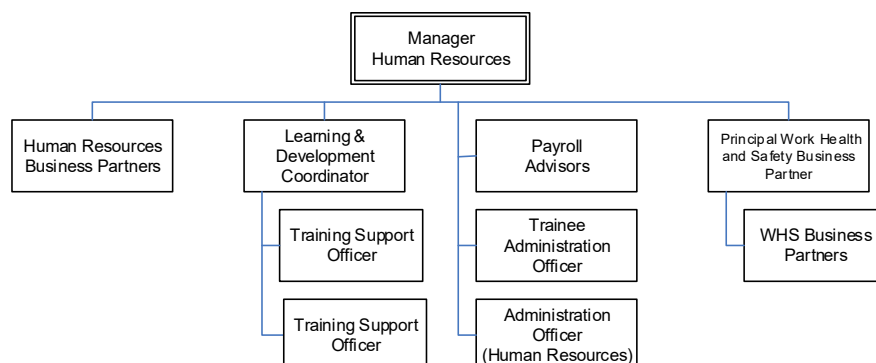
#### Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council’s operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

### GENERAL POSITION INFORMATION

Lead and manage HR services including contemporary people management strategies to drive a positive and thriving culture to support and enhance Council’s strategic operational goals and performance.

### ORGANISATIONAL REPORTING ARRANGEMENTS





## **DUTIES AND RESPONSIBILITIES**

### **Strategic Workforce Management and Human Resource Planning**

- Maintain currency of contemporary business practices and provide timely responses to innovative and emerging issues, trends and impacts across Council
- Develop and deliver a wide range of organisational development programs and initiatives across Council including strategic change management planning
- Prepare and manage the Human Resource budget and provide formal reports on variations to the CEO and ELT, as required
- Develop and implement attraction and retention strategies for Council's workforce

### **Workforce and Employee Relations**

- Provide a high level of consultancy and advisory services on HRM and Workplace Relations matters
- Provide professional advice to the Chief Executive Officer, Directors and Line Managers, including provision of coaching and mentoring on HRM matters as required
- Build relationships and work collaboratively with management drive operational change projects, initiatives and solutions towards a culture of partnership, innovation and service excellence
- Manage Council's Employee Assistance Program

### **Industrial Relations**

- Liaise with legal practitioners, employer associations and other stakeholders, as required
- Lead/coordinate Council's collective bargaining process
- Ensure compliance with statutory obligations including the Industrial Relations Act and Local Government Act
- Provide advice and direction to the Executive Management Team on workplace bargaining issues.

### **Learning and Development**

- Manage the L&D functions to deliver statutory, mandatory, professional development and conference booking management across Council within budget
- Ensure L&D outcomes are aligned with performance review outcomes and completed training needs analysis
- Manage corporate learning and development activities including apprentices and trainees and plant training

### **Payroll**

- Manage Council's payroll systems and reporting functions
- Manage the process for staff employed on individual Contracts
- Ensure compliance and best practices regarding all formal payroll reports and statutory obligations.

### **Workplace Health & Safety**

- Lead the safety function and support all levels in the organisation to respond to their obligations to workplace health & safety
- Participate as a managerial representative on the workplace health & safety committee
- Drive WH&S goals and objectives
- Provide timely reports and advice to EMT on WH&S operational and strategic matters



## **Organisational Development / Business Improvement / Learning & Development**

- Manage and co-ordinate a review and evaluation of existing strategies and plans for organisational development and identify challenges, gaps and opportunities that impact on organisation and cultural change
- Organise and deliver initiatives aimed at embedding Council's corporate strategy, strategic direction and key performance indicators into the day to day operations of Council staff
- Participate in the review and implementation of Council's Corporate and Operational Plans for the Section

## **Change Management**

- Provide advice to the Executive Management Team on appropriate Organisational Development / Change Management strategies
- Develop strategies to facilitate the communication of change management information throughout the organisation
- Develop, measure and report on the effectiveness of employee engagement in change initiatives programs and strategic goals\*

## **General**

- Undertake routine administrative tasks as required by the position
- Assist Executive Management to continuously improve work processes and develop new practices as required
- Participate in training, exercises and response to disaster management and recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training.

## **QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS**

### **Compulsory**

- Tertiary qualifications (and/or relevant experience) in human resources, project management, business improvement/change management (*or related field*).
- Queensland C class driver's licence

### **Desirable**

- Minimum three (3) years managerial/leadership experience in an equivalent position, preferably in a similar sized organisation operating a diverse range of business activities and improvements.
- Previous experience of leading/managing diverse teams in delivering contemporary organisational services which enhance service delivery standards.
- Ability to demonstrate significant achievements in establishing/developing contemporary business practices which enhance employees' skills and development.
- Demonstrated success in reviewing, planning and implementing significant operational change management processes in a large organisation/local government environment.

## **ABILITIES, SKILLS AND KNOWLEDGE REQUIRED**

### **Essential**

- Experience in managing complex HR projects and outcomes to achieve corporate goals and meet deadlines in a consultative manner and in a politically sensitive environment
- Demonstrated effective strategic leadership and management experience in a multi-disciplinary workforce
- Extensive knowledge and experience of developing and implementing organisational change, continuous improvement and employee engagement initiatives
- Skills in negotiating, implementing and monitoring Enterprise Bargaining Agreements
- Excellent interpersonal, verbal and written communication skills

- High level of negotiation and conflict resolution skills
- Proven ability to generate innovative and creative People Management/Culture and HRM business practices.
- Extensive understanding of and commitment to EEO and WHS principles and practices.

#### **Desirable**

- Knowledge of Local Government legislation and previous experience in a Local Government environment at a senior level.
- People management competencies in developing and enhancing corporate culture and work environments.

### **CORPORATE OBLIGATIONS**

The Employee agrees to comply with the following:

- All of Council's corporate policies
- Workplace Health and Safety Regulations
- Customer service standards
- Anti-discrimination legislation, actively promoting its principles in all activities

### **SPECIFIC CONDITIONS/REQUIREMENTS**

- The employee acknowledges that this role requires them to hold and maintain a class 'C' manual driver's licence and that the loss of licence may jeopardise employment with Council
- The employee agrees to be available for work on weekends and public holidays as required

### **ACKNOWLEDGEMENT**

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: