

POSITION DESCRIPTION

Chief People & Strategy

Position	Chief People & Strategy Officer (CPSO)
Employment	Common Law Contract - Permanent, Full Time
Location	Darwin
Reports to	Chief Executive Officer

ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (Council) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Nganmarriyanga and Peppimenarti as well as the surrounding 33 homelands, 14 of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

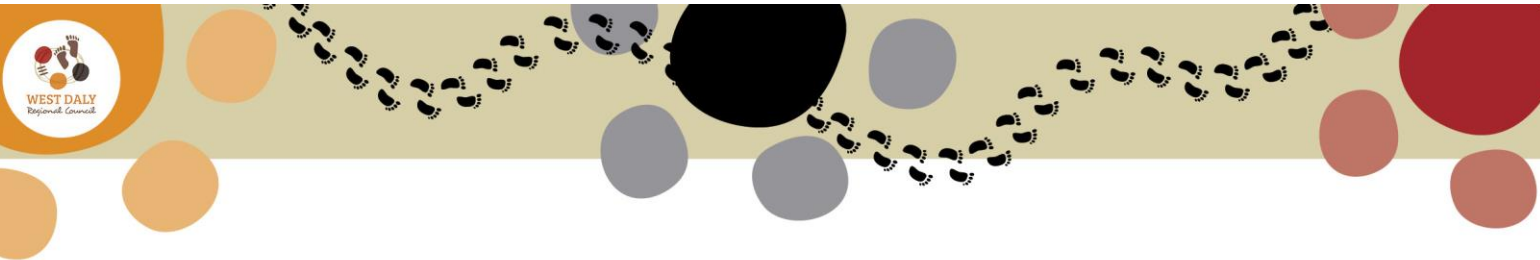
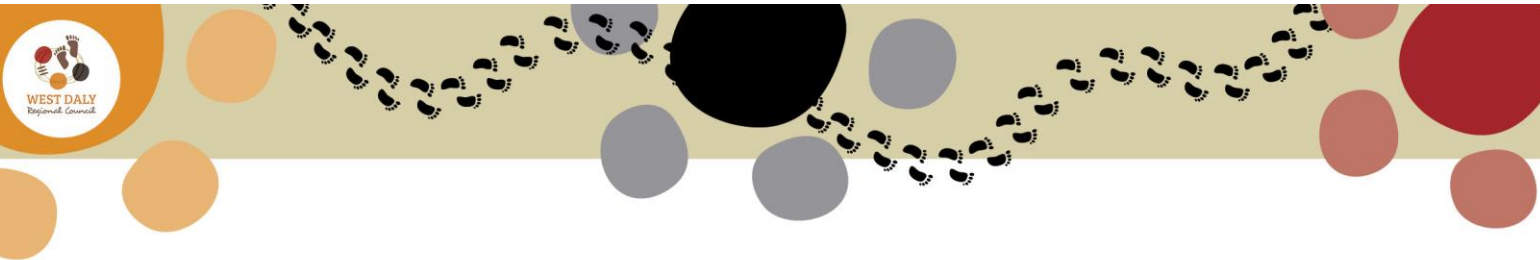
A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

The council's long-term goals are to:

- Provide good governance, leadership and advocacy
- Provide local employment and strong regional economy
- Provide high quality services within financial resources available
- Maintain and develop council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect culture, heritage and change

ATTRIBUTES

- Service** Work performed is of the highest quality, innovative and solutions focused.
- Ethical** Applies the highest standards of integrity and ethical conduct.
- Attitude** Demonstrates a positive approach, appropriate behaviors and teamwork.
- Discretion** Makes appropriate decisions, sound judgements and communicates effectively.
- Safe** Work practices performed apply and promote Work Health Safety standards.



POSITION

As a member of the Executive Leadership Team the Chief People and Strategy Officer (CPSO) is a trusted colleague and respected business partner who has broad responsibility for leadership relating to people, safety, culture and organisational direction. This is a partnership approach with Council and its people.

The CPSO is empowered to identify opportunities that drive business efficiency, accountability and transparency through workforce engagement, analysis and consultation. All activities of the CPSO will be under the auspice of workplace support, a positive workplace culture and improving the lives of the people throughout the West Daly Region.

The CPSO will lead strategic and regional planning that contributes to the growth of Council through the development of new partnerships, funding opportunities and initiatives that benefit the community.

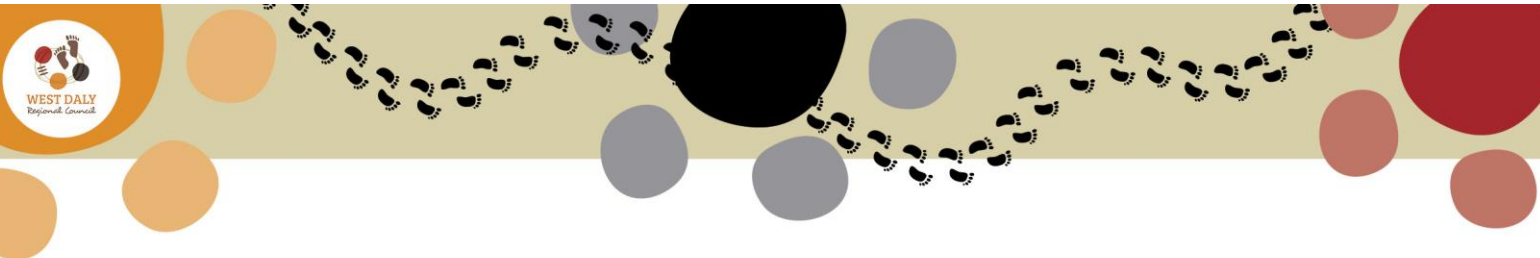
The West Daly Regional Council strives to be the employer of choice for the West Daly Region.

ROLE RELATIONSHIPS

Direct Reports

- Health, Safety & Risk Officer
- Human Resource Officer
- Administration Coordinator (and Administration stream)

Internal	External
CEO	NT Government
Executive Leadership Team	LGANT
EA to CEO	Elected Members
Community Service Managers	Fair Work Commission and Worksafe NT
Administration Coordinator	Council’s Insurer and RTW Coordinators
Homelands Manager	
Community Night Patrol Manager	



DUTIES

Primary Tasks

- Oversee the delivery of priority programs and initiatives for the Council consistent with the Strategic Plan, Regional Plan, Business Plans and the Local Government Act 2019.
- Oversee the design and development of Organisational Performance tools comprising actual output or results measured against its intended outputs including in collaboration with the Chief Operations Officer and Chief Financial Officer.
- Growing and maintaining collaborative stakeholder engagement to progress relationships within community, government and the achievement of organisational priorities.
- In consultation with the Executive Leadership Team take the lead with the implementation of programs that educate and improve Council's staff understanding of diversity and cultural competence.
- Provide professional advice and support to the Chief Executive Officer and Executive in relation to human resources, culture, industrial relations, safety, risk and compliance.
- Work with staff to develop an organisational culture of excellence and innovation utilising customised and relevant training that ensures increased job satisfaction and improved service delivery to the community.
- In consultation with the Executive Leadership Team take the lead in consulting and implementing improved wellbeing programs for Council's staff.
- In consultation with the Executive Leadership Team, take the lead in the development of a People Strategy to drive successful strategic objectives for Council to assist in achievement of organisational performance, capability and cultural transformation including:
 - *Capability - ensuring the organisation has the skills, experience, knowledge and capability to deliver on commitments and outcomes;*
 - *Attraction & Retention - leverage capability development, and the attraction, retention and identification of talent to enable succession planning;*
 - *Authentic Leadership – improve people management ability through lead by example, contemporary, innovative and collaborative practices;*
 - *Organisational Culture – a Values and Behaviours based, respectful and collaborative Council; and*
 - *Health, Safety & Wellbeing – a supportive, safe workplace that promotes a zero-harm focus.*
- Oversee the management, development, implementation and evaluation of human resource strategies, reforms, frameworks, systems and policies consistent with contemporary employment practices, compliant with NT and Federal legislation and best practice.
- Work with the Executive Leadership Team and the People and Strategy Team to define, develop and maintain Council's Policy Framework and ensure appropriate and rigorous compliance processes are in place for matters that relate to employment.
- Oversee and contribute to building partnerships with supervisors (at all levels) to coach, mentor and positively influence employee relations and business unit outcomes.
- Manage and forecast the People & Strategy team plans and budget to ensure the delivery of best practice and value add programs.
- Seek external specialist expertise and capability as and when required.
- Provide reports and presentations to the Council and Executive as required
- Undertake workplace investigations as required and directed by the Chief Executive Officer.
- Review and approve the fortnightly payroll payments and reports.
- Other duties commensurate with skills and experience, as directed by the Chief Executive Officer.

RESPONSIBILITY/ACCOUNTABILITY

Teamwork

- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships.
- Support a collaborative culture and motivate team members by including a dynamic working environment that nurtures innovation.

Work Health & Safety

- Within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

General

- Comply with the Council 'Code of Conduct' and all other policies and procedures adopted by Council as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

SELECTION CRITERIA

Essential Qualifications & Experience

- Demonstrated senior leadership experience and maturity that supports working in an autonomous and empowered environment.
- Demonstrated personal traits that support a positive workplace environment, motivate a future focused mindset and a willingness to drive appropriate change.
- Demonstrated experience in strategy development and improving workplace culture.
- Demonstrated experience working with Aboriginal and Torres Strait Islander Peoples.
- Experience leading a multidisciplinary team; empowering the delivery of exceptional results.
- Proven track record designing and implementing positive change management processes in line with the strategic direction.
- Demonstrated success in managing a customer-focused team.
- Demonstrated experience in conflict resolution.
- Current Northern Territory Driver's Licence.
- National Criminal History Check clearance.
- Current Working with children/Ochre Card.
- Vaccinated against Covid-19 (as per NT Chief Health Officer's Direction).
- Qualifications in Business / Human Resources and/or significant experience specifically working in an Executive/Senior Leadership position.

Knowledge, Skills & Abilities

- Strong business acumen and financial literacy skills with significant success negotiating successful outcomes.
- Demonstrated ability to develop, lead and implement a broad range of contemporary People and Culture strategies, programs, policies and operational practices to successfully support the strategic objectives of Council.
- Demonstrated ability to understand, interpret and apply legislation.
- Demonstrated ability to foster a creative and dynamic environment that facilitates innovative problem-solving and drives efficiencies and a high-performance culture across organisations.
- Sound knowledge and practical application of statutory requirements of various acts and regulations relevant to the position.
- Exceptional interpersonal skills, coaching, active listening, negotiation and presentation skills.

APPROVAL

Matthew Eastham

Matthew Eastham ASM
Chief Executive Officer

Dated: 09 February 2022

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Version	1.0