

Position Description

MANAGER PEOPLE & GOVERNANCE

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Alpine Shire Council's Values - ICARE

Innovation | Collaboration | Accountability | Respect | Empowerment

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community.

Child Safety Commitment at Alpine Shire Council

Alpine Shire Council is committed to being a child safe organisation. Every child and young person has the right to feel safe. All our employees have a shared responsibility to protect children and young people from harm and abuse. Alpine Shire Council has established policies, procedures and training to achieve these commitments.

Diversity & Inclusivity at Alpine Shire Council

Alpine Shire Council is an Equal Opportunity employer. We value people of all abilities, people from culturally and/or linguistically diverse backgrounds and First Nations peoples. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

POSITION OVERVIEW

The Manager People and Governance provides both a strategic and operational leadership role across Council's people, culture, governance, risk, and health and safety functions.

With a strong employee relations background, you will ensure Council maintains high standards of organisational performance, legislative compliance, and employee wellbeing. You will lead initiatives that strengthen organisational capability, foster a positive workplace culture, and support transparent, accountable governance practices.

Central to the role is leading and modelling a values-driven culture where Council's values are reflected in all actions and decisions. A strong customer focus will underpin this role's ability to deliver high quality services. The role will set clear expectations of acceptable behaviour, uphold high standards of conduct, and foster an inclusive, respectful, and accountable workplace.

CLASSIFICATION AND RELATIONSHIPS

Classification:	Senior Executive Officer (according to the <i>Local Government Act</i>) and the <i>Alpine Shire Council Enterprise Agreement</i>
Reports to:	Director Corporate and Community
Supervises:	Team members across People and Culture, Audit and Risk Management, Occupational Health and Safety, Governance and Records Management.

KEY DUTIES AND RESPONSIBILITIES

This position is responsible for the efficient and effective leadership, management and operation of the following business functions:

- People and Culture
- Audit and Risk
- Health and Safety
- Governance
- Records

Leadership and Team Management

- Build and strengthen productive relationships across Council management and provide leadership, direction and support.
- Develop and deliver departmental plans to support the Council Vision, the Council Plan and other relevant strategic documents.

- Lead and manage the department ensuring effective and responsible staff management and development and adherence to corporate values, process and policies.
- Manage staff development, training, and succession planning to build a skilled and motivated team.
- Drive continuous improvement, corporate planning alignment, and organisational performance initiatives.
- Manage with emotional intelligence and provide a psychologically safe work environment.

People and Culture

- Ensure contemporary employee relations policies and the development of a safe, inclusive workplace.
- Plan, manage and deliver all people and culture processes relating to the employee life-cycle covering: recruitment, induction, appraisal, development, reward, discipline and separation in accordance with budget, equal employment principles and other relevant legislation and policies.
- Lead enterprise agreement negotiations, develop productive relationships with relevant unions and be the key workplace relations advisor for the organisation.
- Manage the corporate training and leadership development programs for the organisation in accordance with Council's objectives, individual needs, budget, and relevant legislation and policies.
- Advise managers and supervisors on disciplinary, grievance and performance management processes and ensure adequate mechanisms exist to resolve matters effectively.

Governance and Risk Management

- Oversee governance frameworks, policy development, statutory reporting, and Council meeting processes.
- Ensure compliance with legislation, including the Local Government Act, Privacy Act, and relevant standards.
- Build and develop organisational knowledge and awareness of governance and risk practices and their application at both the operational and strategic levels.
- Lead enterprise risk management, business continuity planning, and support the Audit and Risk Committee.
- Ensure Council has the necessary insurance coverage in place.
- Manage Council election processes.
- Oversee and ensure the effective administration of the Freedom of Information function, including managing requests, ensuring statutory compliance, providing

expert advice to stakeholders, and promoting transparency, accountability and timely access to information.

Health, Safety and Wellbeing Leadership

- Provide strategic leadership of Council's Health, Safety and Wellbeing framework, ensuring contemporary practices that support a safe and healthy workplace.
- Champion a proactive safety culture founded on prevention, early intervention, and continuous improvement.
- Ensure that health, safety and wellbeing are embedded into organisational planning, leadership expectations, and day-to-day operations.
- Lead Council's wellbeing strategy, ensuring programs promote physical, mental, and psychosocial wellbeing.
- Act as a key advisor to the Executive on workplace safety risks, emerging issues, and legislative compliance.
- Monitor organisational performance against HSW audits, inspections, incident data, and risk reports, ensuring corrective actions are implemented effectively and promptly.
- Coordinate reporting to the Executive, Audit and Risk Committee, and external regulators as required
- Manage Workcover processes to ensure Council meets its legislative requirements and ensure workplace injuries are minimised and return to work programs assist employees to make a successful return to work.

Records Management

- Lead the development of an organisation-wide records management framework, ensuring compliant creation, capture, storage, retrieval and disposal of records in line with legislative, regulatory and organisational requirements.
- Oversee development, implementation and continuous improvement of records management policies, procedures, and digital systems to support effective information governance and operational efficiency.
- Monitor compliance and manage risk, including conducting audits, reporting on performance, identifying gaps, and driving corrective actions to ensure robust and accountable records management practices.

Budget Management

- Prepare and manage the People & Governance budget, ensuring optimal allocation of resources and alignment with strategic priorities.
- Monitor expenditure and provide regular financial reports to senior management.

Performance Measurement and Reporting

- Define key performance indicators (KPIs) for the function and regularly assess performance against these metrics.
- Prepare and present comprehensive reports on initiatives, projects, and outcomes to executive management and council stakeholders.

Accountability and extent of authority

- Accountable to the Director Corporate & Community for the effective performance of People and Governance functions.
- Authority to act in accordance with approved policies, budgets, and delegated responsibilities, and the provisions of relevant Acts, Regulations, Codes as contained in the Instrument of Delegation.
- The position is responsible for the performance of the People & Governance Department, and under the guidance of the Director Corporate & Community plays a key role in corporate accountability.
- Decisions made may have substantial impact on organisational capability and Council's reputation.
- Accountable for ensuring that the People & Governance department delivers high quality customer service to both external and internal customers, meeting the requirements of any published Customer Charter.

Other duties

- Undertake other duties as directed by the Director.
- Comply with Alpine Shire Council's Code of Conduct and Policies.

Judgement and decision making

- Solve complex problems in a demanding environment and contribute to forward-thinking policy development.
- Make decisions aligned with organisational goals and within delegated authority, legislative requirements, and established policies.
- Evaluate unclear options and develop policy recommendations.
- Allocate resources to achieve corporate objectives.
- Provide timely advice and recommendations to Directors, CEO, and Council.
- Consider the broad economic, political, and social impacts of decisions.

Management skills

- Achieve high-quality outcomes while operating transparently and professionally.
- Effectively manage resources, assets, projects, and staff to maximise service delivery.

- Develop a team and achieve great outcomes with effective delegation.
- Manage information flow within the organisation.
- Exhibit strong time management skills to meet changing priorities and objectives.

Interpersonal skills

- Lead, motivate, and develop staff to achieve organisational and individual targets.
- Establish effective working relationships with internal and external stakeholders.
- Project a positive image in all interactions with internal and external customers.

Emergency Management

Deputy Municipal Recovery Manager (MRM)

- Fulfil the role of Deputy Municipal Recovery Manager (MRM) as required. The Deputy MRM will support the MRM to coordinate emergency management activities on behalf of Council in partnership with the Municipal Emergency Management Officer (MEMO) or Deputy MEMO and in consultation with the Emergency Management Coordinator (EMC), including:
 - being part of a 24/7 on-call roster to perform the dual role of MEMO/MRM providing immediate response and relief needs for non-major emergencies with the Shire.
 - being part of an on-call roster providing support to the MRM in the Council Emergency Operations Centre or Incident Control Centre during major emergencies.
- A position description and operating guidelines are provided in the Deputy Municipal Recovery Manager Operating Guidelines. Training will be provided on emergency management processes and procedures.

EXPERTISE

Qualifications

- Tertiary qualifications in Human Resources, Business, Public Administration, Law, or a related field (or equivalent).
- Current Victorian Driver Licence.

Specialist knowledge and skills

- Strong understanding of employment law, governance frameworks, and organisational development.
- Ability to Ensure compliance with the *Occupational Health and Safety Act 2004*, *Regulations*, *WorkSafe Victoria* requirements, and relevant Australian Standards.

Experience

- Demonstrated management experience in employee relations, health and safety, governance, or risk functions.
- Proven experience in developing long term strategic plans.
- Track record in achieving results at management level and ability to lead teams.

HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Provide specialist advice on technology related risk e.g. Radio frequency exposure if required.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return-to-work plan for any injured worker when returning to work.
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council.

PHYSICAL REQUIREMENTS

Daily work will be performed in an indoor environment, as such:

You will be exposed to those conditions normally encountered in an indoor environment.

- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- The work environment may include uneven surfaces and up and down stairs.