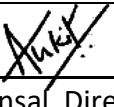


**JOB DESCRIPTION****TITLE:** HR and WHS Program Leader**LEVEL:** 7**RESPONSIBLE TO:** Director Corporate Services

Position Status:	Continuing Employment - Full Time
Position Approved by:  Ankit Pansal, Director Corporate Services	
Date: 21/08/2026	

POSITION OBJECTIVES:

Reporting to the Director Corporate Services, this position supports Council's direction by managing the People and Performance. This role is tasked with effectively managing human resources, industrial relations, training, payroll, safety, organisational development and the governance function through the provision of specialist advice to the Senior Management Team and Council.

KEY RESPONSIBILITIES:

- Within Human Resources frameworks, policies and processes, there is a strong emphasis on partnering with the business and building manager capability to ensure the provision of sound people management that supports the business objectives and key workforce challenges.
- Foster the development of an organisational culture in line with Council's values, behaviours and purpose.
- Provide assistant in the setting of budgets and operations plans for the team.
- Implement and maintain Council's E-Learning system and other Human Resource systems and software.
- Develop and maintain Human Resources customer requests.
- Assist in the preparation of reports for the People and Performance.
- Foster the development of an organisational culture in line with Council's values, behaviours and purpose.
- Perform management requirements in line with change of management, workers compensation, EBA negotiations, Work Health and Safety, Policy Framework.
- Design and conduct training programs to staff to ensure compliance with records management practices are maintained.

- Meet all Occupational Health and Safety requirements and follow appropriate safety and health practices for self and others.
- Fulfill other tasks as required within the relevant level of this role.
- Operate within the delegated authority defined in Council's Delegations Register.
- Provide relevant and quantifiable advice and information to Director Corporate Services, Senior Management Team, other staff and Council when required.
- Attend Council, Executive Leadership Team and other meetings as required. Implement actions from those meetings.
- Customer service delivery and support in line with Council's Customer Service Charter.

CORE COMPETENCIES

LEADERSHIP RESPONSIBILITIES:

- Provide leadership to the Department, incorporating the following areas of responsibility;
 - Project Management
 - Managing projects through to completion
- Provide effective leadership by:
 - Setting clear directions.
 - Promoting and modelling continuous improvement principles and ethical practices.
 - Developing staff accountability.
 - Efficiently and effectively plan and use own time in setting priorities to achieve set objectives within set timelines.
- Drive strategic thinking, innovation, learning and continuous improvement.
- Be conversant with current and emerging technology and its potential to improve services delivery and optimize efficiency.
- Foster a collaborative work environment and prepare development strategies for staff.

CORPORATE RESPONSIBILITIES:

- Provide relevant and quantifiable advice and information to the Director Corporate Services, Senior Management Team, other staff and Council when required.
- Play an active role as member of the Senior Management Team, working together to provide clear and consistent direction.
- Achieve goals, objectives and strategies relevant to the Department, as detailed in the Municipal Plan and Strategic Plans including preparation of annual Operational Plans.
- Ensure delivery of goals and projects within budgets and agreed time-frames relevant to the Department.

- Ensure compliance with all relevant and projects within budgets and agreed time-frames relevant to the Department.
- Attend Council, Executive Leadership Team and other meetings as required. Implement actions from those meetings.
- Attend Council functions as required.

EXTERNAL RELATIONSHIPS:

- Establish and maintain ethical and professional relationships with other staff, contractors and key stakeholders, providing information in a supportive and responsive manner.
- Maintain appropriate networks of subject matter experts, enhance relationships and advocate on behalf of Litchfield Council with key government agencies, other local governments, and local government associations to project a positive and professional image of Council.
- Approach all situations with a clear perception of the political context and reality.

ORGANISATIONAL RELATIONSHIPS:

- Internal contacts
 - Executive Leadership Team
 - Senior Management Team
 - All Staff
- External contacts
 - Northern Territory and Federal Government Departments as relevant
 - Other Municipalities
 - Local Government Professionals
 - Local Government Association of the Northern Territory
 - EPA
 - Fair Work
 - Work Health and Safety Court

CLASSIFICATION CRITERIA

AUTHORITY AND ACCOUNTABILITY:

- Implement programs and projects and ensure the delivery of services under the Executive Manager's control, in accordance with Council's requirements and complying with all relevant legislation.
- Carry out a range of delegations as determined by the CEO.
- Manage staff and administer the affairs of the Department within organisational policies and procedures, and under the direction of the Director Corporate Services.
- Approve expenditure within Council's approved budget for the Department, and consistent with assigned delegations.

- Accountable for the day-to-day management and development of Department staff.
- Accountable for recommending improvement opportunities to ensure the continued success of the Department in contributing to the overall achievement of Litchfield Council's strategic goals.

JUDGEMENT AND PROBLEM SOLVING:

- High level of independence to determine and oversee framework for problem solving and making decisions based on analysis of complex information and consideration of the options.
- Represent management or the employer in the resolution of problems within authority.
- High level of independence in determining direction and approach to issues.

SPECIALIST KNOWLEDGE AND SKILLS:

- Knowledge and skills for the direction and control of major functions within the Department.
- Skilled in the analysis and application of relevant legislation, policies and other areas of precedent.

MANAGEMENT SKILLS:

- Manage staff and administer the affairs of the People and Performance within organisational policies and procedures.
- Manage employees, budgets, work programs and projects utilizing leadership, evaluation and monitoring skills.
- Ability to identify and generate innovative approaches to more effectively deploy resources, meet changing circumstances and improve services.

INTERPERSONAL SKILLS:

- Highly developed interpersonal skills to influence, persuade and/or motivate others to achieve objectives critical to the employer and to resolve conflict.
- Ability to persuade, convince or negotiate with staff, external stakeholders, members of the public, and persons in other organisations in the pursuit and achievement of objectives.

QUALIFICATIONS AND EXPERIENCE:

- Relevant degree (or equivalent) with human resources management experience.

KEY SELECTION CRITERIA:

- Relevant tertiary qualification or HR experience.
 - Proven leadership at a management level and experience in leading, motivating, and developing staff.
 - Demonstrated knowledge and application of contemporary human resources, organisational development, safety, governance and legislation preferably in a Local Government environment.
 - Demonstrated experience in a business partnering environment, developing and implementing strategic HR solutions that align with business objectives to address key workforce challenges in the medium to long term.
 - Effective judgement and decision-making skills for managing complex, sensitive issues and situations.
 - Commitment to Workplace Health and Safety and Council's policies and procedures.
 - Excellent verbal and written skills, including Council report writing and demonstrated ability to provide high quality customer service.
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CHANGES TO JOB DESCRIPTION:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of Council's work environment– including technological requirements or statutory changes.

Approved: (Manager/Supervisor)

Date:

Employee: