



Leading Roles®

› People › Performance › Partners

Human Resources Business Partner Barcaldine Regional Council

A large photograph of a wetland landscape, showing a body of water reflecting the sky and surrounding trees. A large, gnarled tree trunk is prominent in the foreground on the right side.

CANDIDATE
INFORMATION

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Barcaldine
Credit: Tourism Events Queensland

The Role

The Human Resources Business Partner will be responsible for partnering with managers and staff to coordinate and provide the Human Resource and Employee Relations functions of Barcaldine Regional Council.

As a key member of the Senior Leadership Team, the Human Resources Business Partner will lead HR planning, organisation development, employee support, industrial relations, recruitment and onboarding, performance management and HR policies, systems and processes.

Opportunities

- Workforce planning – Contribute to the development and implementation of organisational design and organisational development initiatives. You will outline the benefits and weaknesses of different proposals and facilitate the implementation of any changes..
- Training and development - identify opportunities for staff to grow and develop. Council allocates a significant budget to training and development programs but a review needs to take place to ensure there is return on investment for these programs. Many of the current workforce are very capable and chose to join the workforce and council rather than pursuing further education. It is expected that effective training will help staff further develop their skills and lead to greater satisfaction and retention.
- Be an integral part of the executive leadership team - put forward ideas beyond HR. Your opinion will count and will add diversity and a different perspective to the leadership team.
- Embed values of Council into the organisation – council have recently adopted new values as part of the corporate planning process. The HR Business Partner will be expected to

model these behaviours and embed them into the organisation. The values include honesty, empathy, accountability, respect and trust – together these values will make it a better workplace. Council is looking to create an empowered and innovative workforce who feel confident and supported in their roles and decision making.

- Process improvement - streamline internal processes and policies to clarify accountability and responsibility. Help foster a culture of continuous improvement.
- Forward thinking – identify and prepare for future opportunities, challenges and risks.
- Succession planning - grow, develop and mentor the HR Officer who coordinates the recruitment and HR administration.
- Council enjoys a supportive leadership team and the Corporate Plan has recently been adopted.
- Support is provided by the Human Resources Officer who currently works three days a week. This is both a strategic and operational role and is 'hands on' involving a significant administrative component.

Challenges

- Attraction and retention – Council have struggled to attract and retain high quality staff. With the implementation of the other initiatives listed Council is hoping to become an employer of choice.
- Working with complex people matters such as absenteeism, code of conduct, and bullying and harassment claims - investigating, understanding and resolving these matters. There is also the opportunity to work with managers across the business to support their skills in performance management.

- Being mindful of processes and procedures to promote an inclusive workforce and support employee physical and mental health.
- Building the capability of Managers across the organisation to support staff who are under pressure and who may be experiencing personal or professional challenges.
- Developing an agile culture that is solution focused and embraces change

Key Projects

- Negotiations for the new certified agreement will start in December/January and are expected to occur over a six-month period. You Will take a lead in working with all parties to review the current agreement and to propose a new agreement that meets the challenges faced by the Council and staff over the next 4 years. There is support available to support this process through an external HR resource.
- Work collaboratively with key stakeholders– Council is looking to establish a collaborative relationship with unions and together to come up with solutions that support Council to promote flexibility, reduce costs and be more efficient. This will include ensuring the right people are in the right roles to deliver efficient services. Council would like to see all parties adopt a solutions approach while being open to trying new ideas.

Experience, Qualifications, Attributes

- Generalist HR experience across the whole function of HR.
- Industrial Relations - experience developing productive and collaborative relationships with unions. (Desirable but not essential)
- Analytical skills - including the ability to assess problems and propose solutions and then develop the framework to implement them.
- Strong communication and influencing skills.
- Comprehensive knowledge and experience, or have an assessed capacity to obtain, of relevant Awards, Agreements and polices applicable to Barcaldine Regional Council.
- Tertiary qualification in a related field and/or a minimum of three years of experience in the key functional areas of the role.

Desirable

- Previous recent experience working in Local Government or with other government bodies desirable but not mandatory.
- Experience in using and implementing computerised HR systems.
- Training and Assessment qualifications would be beneficial but not mandatory.

Barcaldine Regional Council

The Barcaldine Regional Council is made up of the former Shires of Aramac, Barcaldine and Jericho and now includes the towns of Alpha, Jericho, Barcaldine, Aramac and Muttaburra.

With an estimated population of 2,900 people, the Barcaldine region covers an area of 53,677 km² in Central West Queensland, about 440km west of Rockhampton.



The Tree of Knowledge
Credit: Tourism Events Queensland

Community and Lifestyle

The Barcaldine Region is one of the largest cattle producing regions in Central Western Queensland and also has a productive sheep, wool and macropod harvesting industry with the prospect of mining.

The rich heritage, indigenous cultural, natural landscapes, variety of fauna and flora, lakes and rivers, arts, events and regular festivals ensure there is something for everyone.

Alpha

Alpha, the "Gateway to the West" was named after an early property in the area which was taken up in 1863 and then became established as a service town for railway construction workers. Best known as the 'Town of Murals', Alpha has 28 murals that beautifully illustrate the day-to-day life of people in the bush and the pioneering history of the district. The murals were painted by local and former resident artists and add a colourful ambience to the town.



The major industry in the area is beef production, although this may change in the future due to the discovery of large coal deposits. Although Alpha has a small population, they have a good range of facilities, shopping and services.

Jericho

The tranquil and charming township of Jericho is situated on the banks of the Jordan River, south of Lake Galilee. It was originally settled when the railway line reached the banks of the Jordan River in 1885. Named after a pioneer of the area Harry Jordan, Jericho - because of its biblical sounding name - became connected with the story of Joshua and the walls of Jericho.

A group of local artists and historians have created a structure, called the Crystal Trumpeters, that tells the story of how Joshua won the battle of Jericho.



Jericho is home to one of the smallest, still operating drive-in theatres in Australia. Once a month the theatre hosts a movie-double featuring the latest movies.

Redbank Park on the banks of the Jordan River is a great place to camp, fish and bird watch. There is a walking track that follows the river and it's a great place to exercise while experiencing the local flora and fauna.

Jericho also has a number of interesting and colourful murals painted by local residents. One of the most popular is the two goannas having a beer in Darwin Street.

Barcaldine

Barcaldine is situated on the junction of the Capricorn and Landsborough Highways and known as the Garden City of the West. Barcaldine is the largest town in the area and locals are proud of their interesting and famous history.



Australian Workers Heritage Centre, Barcaldine
Credit: Queensland Tourism and Events

Barcaldine is home to the Tree of Knowledge, the reputed birthplace of the labour movement in Australia. The Tree - a ghost gum - grew outside the Railway Station for about 180 years until 2006 when sadly, it was poisoned by an unknown culprit. The famous tree has been preserved and placed under an award-winning timber structure that was constructed to protect the preserved tree and celebrate its importance in Australia's history. The structure is impressive during the day but when viewed at night it is truly magnificent.

The name Barcaldine originates from the Oban region in Scotland. Donald Charles Cameron was one of the first settlers in the district and a direct descendant of the Campbells of Barcaldine Castle. He settled on a portion of land fronting the Alice River and immediately named his property "Barcaldine Downs". The railway line came as far as Lagoon Creek in 1886 and the township of Barcaldine developed on land from the Barcaldine Downs run.

Aramac

Aramac is one of the oldest towns in the central west and steeped in history. Originally known as Marathon, the town was later renamed after Robert Ramsay Mackenzie - the first explored to the area who carved his name (R R Mac) on a tree. The tree was found by the explorer William Landsborough and the name Aramac was born.

The district was one of the biggest wool producers in Australia but it's the history of the local cattle industry that has made it famous. The infamous Harry Redford (Captain Starlight) was a drover and cattle duffer who stole cattle from the Aramac area and drove them to South Australia. Among the cattle he stole was a white bull from Bowen Downs which nearly proved to be his undoing.

Harry faced court in Roma, Queensland on cattle stealing charges after the white bull was recognised by staff from Bowen Downs. The story of his daring escapades has been retold in many forms but in Aramac they have their own way of celebrating this historical event. There is a statue of the white bull in Gordon Street and each year visitors can join the locals on a droving trip to celebrate the connection to Harry.



Aramac
Credit: Queensland Tourism and Events

Muttaborra

Muttaborra derives its name from the local aboriginal tribe of Mootaborra which means the meeting of waters - which is most appropriate as Muttaborra is situated close to a number of water courses.

Muttaborra has the distinction of being the town closest to the geographic centre of Queensland. Although Muttaborra is only small in population with around 100, it has a huge reputation for its hospitality and a strong community minded population.

Muttaborra's most famous moment was when local grazier Doug Langdon uncovered the fossilised skeleton of a dinosaur.

The Muttaborrasaurus Langdoni was a land living, plant eating dinosaur that roamed the earth 100 million years ago. The discovery of the skeleton was the first of its kind in Australia and Muttaborra celebrates this with a statue of the Muttaborrasaurus Langdoni in the Park in Bruford Street.

The Muttaborra area is renowned locally for being a great place to fish for the famous Yelly Belly or Golden Perch.

There are several spots along the Thomson and Landsborough Rivers where you can enjoy camping, fishing and water sports.



Muttaborra
Credit: Queensland Tourism and Events

Recruitment Process

How to Apply

Please submit your application via the [Leading Roles website](#).

Please upload:

- Your CV
- A covering letter addressing the criteria below:

Shortlist Criteria

- ▶ **Shortlist Criteria 1** A current QLD Class “C” Driver’s Licence
- ▶ **Shortlist Criteria 2** Tertiary qualification in a related field and/or a minimum of five years of experience in the key functional areas of the role – strategic HR planning, organisation development, employee support, industrial relations, recruitment and on-boarding, performance management and HR policies, systems and processes
- ▶ **Shortlist Criteria 3** Comprehensive knowledge and experience, or have an assessed capacity to obtain, of relevant Awards, Agreements and polices applicable to Barcaldine Regional Council
- ▶ **Shortlist Criteria 4** Analytical skills including the ability to assess problems and propose solutions and then develop the framework to implement them
- ▶ **Shortlist Criteria 5** Strong computer skills with experience using Microsoft Office Suite, records management systems and internal computer systems

HIGHLY REGARDED

- ▶ **Shortlist Criteria 5** Training and Assessment qualifications and HRMIS experience
- ▶ **Shortlist Criteria 6** Comprehensive knowledge and experience in using computerised payroll systems and in processing of payroll
- ▶ **Shortlist Criteria 7** Previous recent experience working in Local Government or with other government bodies desirable but not mandatory.

Recruitment Timeframes

Application Period	Monday 11 October - Monday 1 November 2021
Closing date for Applications	5pm Monday 1 November 2021
Initial Assessment	Week commencing Monday 1 November 2021
Council Interviews	Week commencing Monday 15 November 2021 (TBC)

**Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.*

Application Assessment, Shortlisting and Council Interviews

Leading Roles and the council will determine a shortlist of suitable candidates, and will arrange interviews with council's interview panel, depending on candidate and council staff availability.

The council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following selection of a preferred candidate the council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

Privacy Information: Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission, or we are required by law.

Contact



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BARCALDINE REGIONAL COUNCIL
POSITION DESCRIPTION

POSITION TITLE: Human Resources Business Partner

1. **LOCATION BASE:** Barcaldine Executive Office with regional work and travel as required.
2. **SUPERVISORY RESPONSIBILITY AND AUTHORITY**
 - 1) This position supervises the Human Resources Officer position;
 - 2) Exercises managerial responsibility within the Human Resource/ Employee Relations functions;
 - 3) Authority to implement and initiate change within organisational goals and constraints; and
 - 4) Methods, procedures and processes are less well defined and incumbent is expected to contribute to their development and adaptation.
3. **REPORTS AND PROFESSIONAL RELATIONSHIPS:**
 - 1) Reports directly to the Chief Executive Officer;
 - 2) Extensive Professional relationships and consultations with the Deputy Chief Executive Officer, Director of Works, District Managers and Supervisors; Payroll; Council Employees; External Bodies such as Employment Law Tribunals and the like; Unions.
4. **INDUSTRIAL INSTRUMENTS:**
 - 1) Queensland Industrial Relations Act 2016
5. **EMPLOYMENT STATUS:**
 - 1) Full Time - Common Law Contract
6. **ORGANISATIONAL RELATIONSHIP:**



- 7. PURPOSE:** Partnering with Council staff at all levels to assist them as they strive to implement Council's vision to be a positive sustainable and innovative regional council which provides excellent service to the community.

As part of the senior leadership team the Human Resources Business Partner (and working closely with staff at all levels) works to provide the people, skills, structure and culture that will enable Council to reach its goals now and in the future. Key areas of contribution include strategic HR planning, organisation development, employee support, industrial relations, recruitment and onboarding, performance management, HR policy review and implementation, and systems and processes.

8. MAJOR OUTCOMES AND RESPONSIBILITIES OF POSITION

- 1) Successfully manage and deliver all requirements of the Human Resource /Employee Relations Management functions for Barcaldine Regional Council (BRC).
- 2) Maintain knowledge of and advise the CEO of Compliance requirements with all Employment Law, other related Legislation, BRC's Certified Agreement, Code of Conduct and Policies, and the Local Government Act.
- 3) Manage the human element of organisational change initiatives and programs.
- 4) Maintain awareness of strategic and operational demands and priorities, engaging with staff across all levels of the organisation and providing efficient and effective responses.
- 5) Responsible for recruitment activities and new starter management including:
 - a. Advertising and selection activities (interviews and reference checking);
 - b. Contract preparation for award and non-award employees, including advising on Remuneration Packaging and Retention and interpreting Award/Enterprise Agreement and employee entitlements.
- 6) Manage the performance management and review process including:
 - a. Developing and implementing a Performance Management Policy and Processes in supporting BRC's overall strategies and Policies.
- 7) Oversee the training and Professional Development of employees and develop adequate induction and training initiatives.
- 8) Assist with the development and review Organisational Development and Organisational Structures and, best practice Human Resource Management Policies, Processes and Systems.
- 9) Monitor, manage and develop efficient Payroll processes.
- 10) Manage Workers Compensation Claims, coordinate Rehabilitation and develop Return to Work Plans for injured workers together with the Workplace Health and Safety Officer.
- 11) Successfully ensure that HR records and systems within the Officer's control are maintained in accordance with legislative requirements, and successfully ensure the confidentiality and integrity of this data is maintained;
- 12) Successfully provide a high level of customer service and develop strong professional networks both internally and externally through effective communication, both verbal and written, with internal and external stakeholders;
- 13) Exercise sound judgment by addressing and resolving problems using knowledge and work organisational skills acquired through qualifications and/or experience;

- 14) Maintain sufficient knowledge and understanding of relevant legislation and Council's systems, processes and procedures in order to effectively undertake the major outcomes of this position;
- 15) Successfully carry out obligations in regard to Council Policies and Procedures, Legislative requirements and compliance with Quality Assurance and Environmental procedures;
- 16) Be aware of and comply with all statutory workplace safety Legislation and Barcaldine Regional Council WH&S Management System – BRC Safety Management System, WH&S policies and procedures;
- 17) Promote safe working practices and maintain a safe work environment; and
- 18) Successfully carry out other duties as directed by the CEO within skills, competencies and training.

9. SUPPORTING RESPONSIBILITIES

- 1) Provide support to the Barcaldine Executive Office and other Districts and/or Council Regional Functions as directed by the CEO within skills, competencies and training.
- 2) All employees must:
 - a. Observe all laws relating to their employment including but not limited to the ethics principles outlined in section 4 of the Public Sector Ethics Act 1994;
 - b. Conduct all duties in accordance with relevant statutory requirements, industry codes, practices and standards; and
 - c. Comply with Council's Employee Code of Conduct, Council plans, policies and procedures.
- 3) All employees must observe Section 13 of the Local Government Act 2009 as follows:

Section 13.2 Responsibilities of local government employees

All employees have the following responsibilities—

 - (a) Implementing the policies and priorities of the local government in a way that promotes—
 - (i) the effective, efficient and economical management of public resources; and
 - (ii) excellence in service delivery; and
 - (iii) continual improvement;
 - (b) carrying out their duties in a way that ensures the local government—
 - (i) discharges its responsibilities under this Act; and
 - (ii) complies with all laws that apply to local governments; and
 - (iii) achieves its corporate plan;
 - (c) providing sound and impartial advice to the local government;
 - (d) carrying out their duties impartially and with integrity;
 - (e) ensuring the employee's personal conduct does not reflect adversely on the reputation of the local government;
 - (f) improving all aspects of the employee's work performance;
 - (g) observing all laws relating to their employment;
 - (h) observing the ethics principles under the Public Sector Ethics Act 1994, section 4;
 - (i) complying with a code of conduct under the Public Sector Ethics Act 1994.

10. SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

Essential

The Appointee will hold relevant skills, Licences, Qualifications and experience related to this Position including:

- 1) A current QLD Class "C" Driver's Licence;
- 2) Tertiary qualification in a related field and /or a minimum of three years' experience in the key functional areas of the role – strategic HR planning, organisation development, employee support, industrial relations, recruitment and Onboarding, performance management and HR policies, systems and processes.
- 3) Comprehensive knowledge and experience, or have an assessed capacity to obtain, of relevant Awards, Agreements and polices applicable to Barcardine Regional Council;
- 4) Analytical skills including the ability to assess problems and propose solutions and then develop the framework to implement them;
- 5) Strong computer skills with experience using Microsoft Office Suite, records management systems and internal computer systems.
- 6) An understanding of the principles and processes involved in implementing change.

Desirable

- 1) Previous recent experience working in Local Government or with other government bodies desirable but not mandatory.
- 2) Experience in using and implementing computerised Human Resources systems.
- 3) Cert IV Training and Assessment would be beneficial but is not essential.

11. PHYSICAL REQUIREMENTS

Physical Demand Category

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Sedentary Work |
| <input type="checkbox"/> | Light Duty – Occasional lifting/ carrying of objects weighing up to 5kgs |
| <input type="checkbox"/> | Medium work – Occasional lifting/ carrying of objects weighing up to 10kgs |
| <input type="checkbox"/> | Heavy work – Occasional lifting/ carrying of objects weighing up to 20kgs |

Audio Visual Demands

- | | | | |
|-------------------------------------|-------------------|-------------------------------------|---------|
| <input checked="" type="checkbox"/> | Peripheral Vision | <input checked="" type="checkbox"/> | Hearing |
|-------------------------------------|-------------------|-------------------------------------|---------|

Specific Actions Required

This job may include:

- | | Standing/Walking | | Sitting | | Driving |
|-------------------------------------|------------------|--------------------------|------------|--------------------------|------------|
| <input type="checkbox"/> | None | <input type="checkbox"/> | None | <input type="checkbox"/> | None |
| <input checked="" type="checkbox"/> | Occasional | <input type="checkbox"/> | Occasional | <input type="checkbox"/> | Occasional |

<input type="checkbox"/>	1-4 Hours	<input type="checkbox"/>	1-4 Hours	<input checked="" type="checkbox"/>	1-4 Hours
<input type="checkbox"/>	4-6 Hours	<input type="checkbox"/>	4-6 Hours	<input type="checkbox"/>	4-6 Hours
<input type="checkbox"/>	6-8 Hours	<input checked="" type="checkbox"/>	6-8 Hours	<input type="checkbox"/>	6-8 Hours

Work Environment

Attribute	Yes	No
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Repetitive Motions

<input checked="" type="checkbox"/>	Simple Grasping	<input checked="" type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>	Pushing & Pulling
<input checked="" type="checkbox"/>	Finger Dexterity	<input type="checkbox"/>	Foot Movement		

This job will require the following:

Action	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

12. SELECTION CRITERIA

Selection will be based on an Assessment of any Applicant's ability to demonstrate their successful past performance, or their perceived abilities to be able to successfully perform, against the following: -

- 1) Tertiary qualification in a related field and /or a minimum of three years' experience in the key functional areas of the role – strategic HR planning, organisation development, employee support, industrial relations, recruitment and Onboarding, performance management and HR policies, systems and processes.
- 2) Demonstrated understanding of contemporary human resource management in a service organization.
- 3) Demonstrated understanding of organisational design and effective change management.
- 4) High level of initiative and adaptability with well-developed self-management and time management skills.
- 5) Demonstrated understanding of strategies and activities to promote business improvement across a service based organisation.
- 6) Excellent communication (written and verbal), negotiation and influencing skills.
- 7) A passion to make a difference and work effectively as a member of the Senior Leadership Team.
- 8) Demonstrated commitment to Workplace Health and Safety with a strong practical knowledge of the factors involved in creating a positive, productive and safe working environment.

POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable by the CEO.

