

Human Resources Manager

Weddin Shire Council
Candidate Information Pack



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We respectfully acknowledge the Traditional Owners as the custodians of the land and waters on which we work, live and play. We pay our respects to Elders past, present and emerging and recognise their continuing culture and contribution to the life of the region.



1. Leadership Opportunity

This is an opportunity to play a key role in shaping the people and culture of Weddin Shire Council, supporting a capable, engaged and high-performing workforce that delivers for the community.

As Human Resources Manager, you will provide high-level, contemporary HR advice and leadership across the organisation, working closely with the General Manager, Directors, leaders and employees to strengthen workforce capability, employee and industrial relations, including United Services Union (USU) negotiations, HR systems and workplace practices.

The role offers the opportunity to build and continuously improve Council's HR function, develop constructive relationships across the workforce and provide practical, solutions-focused advice that supports organisational performance, compliance and a positive workplace culture.

The Opportunity

**Position**

Human Resources Manager

**Location:**

Grenfell, New South Wales

**Council:**

Weddin Shire Council

Introduction

Weddin Shire Council is seeking an experienced Human Resources Manager to take a leading role in strengthening its people practices, workforce capability and organisational culture.

Council is entering an important period of organisational development. A new General Manager commenced in early 2026 and a recent organisational structure review has provided an opportunity to consider how the organisation is structured, supported and positioned for the future. Working directly with the General Manager and across the leadership team, the Human Resources Manager will play an important role in supporting Council through its next phase of organisational development.

There is genuine work to be done and Council is looking for someone who will be energised by that. The role requires the ability to see the bigger organisational picture, determine where HR can make the greatest difference and then work through the detail needed to deliver it. Workforce planning, succession, organisational structure, performance, HR systems and complex employee and industrial matters will all form part of a varied mandate.

For an HR professional who enjoys improving and building, there is considerable scope to make the function their own. Council is not seeking change for the sake of change, but there is an appetite to strengthen the foundations, improve consistency and develop the capability of managers to lead their people well.

Strategic Priorities and Key Challenges

Building a stronger and more contemporary HR function will require a considered approach to what needs attention first. Existing systems and practices provide a foundation, with further opportunity to improve consistency, strengthen workforce information and ensure managers have the frameworks and support they need to make sound people decisions.

Council is also thinking about the workforce it will need in the years ahead. Attraction and retention can be difficult in a regional environment, while an ageing workforce and limited succession coverage in some specialist areas make knowledge continuity increasingly important. Bringing newer employees into the organisation while retaining the experience and knowledge of long serving staff adds another dimension to that work.

These longer-term priorities sit alongside the everyday realities of managing a workforce. Remuneration and job evaluation, Award interpretation, employee and industrial relations, organisational structure and performance management all require experienced HR input, and managers need advice that is timely, practical and appropriate to Council's operating environment.

Much of the progress will depend on relationships. Weddin is a relatively small organisation where the Human Resources Manager will be known across the workforce and where the way advice is delivered can be as important as the advice itself. Building credibility with managers and employees, maintaining constructive engagement with unions and working through different perspectives will require consistency, judgement and professional confidence.

What Success Looks Like in the First 12–18 Months

The first 12 to 18 months will be about establishing credibility, understanding the organisation and making deliberate progress in the areas that will have the greatest impact.

- Strong and trusted relationships are established with the General Manager, leadership team, managers, employees and workforce representatives.
- HR systems, processes and workforce information provide a more consistent foundation for effective people management and decision making.
- Managers have greater confidence and capability in addressing performance, employee and industrial relations and broader people leadership matters.
- Workforce planning provides clearer visibility of succession, critical capability and future workforce requirements.
- Priority organisational development initiatives are progressing with clear ownership and practical implementation.
- A constructive and ongoing working relationship is established with relevant unions.
- The Salary Structure Review is successfully completed.

Leadership Scope and Key Accountabilities

The Human Resources Manager leads a broad generalist portfolio spanning workforce strategy and planning, employee and industrial relations, organisational development, performance management, remuneration and job evaluation, learning and development and HR governance.

The role is expected to contribute beyond the traditional boundaries of HR. Organisational structure and establishment management, workforce reporting, employee engagement and the people aspects of workplace health and safety all sit within its remit, alongside professional advice to the General Manager and management team.

In practice, the successful candidate will move regularly between strategy and delivery. They may be considering future workforce capability or organisational structure at one point and working directly with a manager through an Award, performance or employee relations matter at another. That proximity to the organisation is central to the role rather than incidental to it.

Workforce Leadership and Organisational Scope

Weddin Shire Council employs approximately 94 people across indoor and outdoor operations. The workforce includes long serving employees with considerable organisational knowledge alongside newer employees bringing different experiences and expectations.

With one direct report, the WHS/RTW Coordinator, this is not a position defined by the size of the HR team. Its influence extends across Council, requiring the Human Resources Manager to build capability through relationships, coaching, practical advice and professional credibility.

Council has increased its emphasis on professional development and becoming a learning organisation. There is scope for the incoming manager to build on this through stronger succession planning, leadership development and a clearer understanding of the capabilities Council will need in the future.

Stakeholder Environment

Relationships will be fundamental to the success of the Human Resources Manager. The role works directly with the General Manager and closely with the Executive Leadership Team, Management Team, WHS function, Consultative Committee and Work Health and Safety Committee.

Across the organisation, the successful candidate will need to establish themselves as someone managers actively seek out for advice while remaining visible and approachable to employees. Externally, the role engages with unions, government agencies, local government and professional bodies and specialist advisers where required.

Weddin has an active industrial environment, making constructive union relationships and sound industrial judgement particularly important. The successful candidate will need to listen, understand different perspectives and provide clear, defensible advice while maintaining productive working relationships.

Candidate Profile

Weddin Shire Council is looking for an experienced HR professional who will enjoy having something substantial to get their teeth into. There is enough complexity to require strategic thinking, but the scale of the organisation means the successful candidate will remain closely involved in delivery.

That combination will suit someone who can move comfortably between different levels of the role. They will not view operational HR as separate from strategic leadership, but as an important source of insight into what the organisation needs and where improvement will make the greatest difference.

Strong technical HR and industrial relations capability will provide the foundation, supported by sound judgement and the confidence to give clear professional advice when matters are difficult. The successful candidate will know how to introduce appropriate structure without overcomplicating things and understand that solutions need to work for Weddin's size and operating environment.

An approachable and grounded leadership style will also be important. The incoming manager will need to earn trust across different parts of the workforce, listen before forming conclusions and be willing to challenge constructively when required.

Selection Criteria

- Degree qualifications in Human Resources, Industrial Relations, Business Management or an equivalent discipline, supported by substantial contemporary HR experience.
- Demonstrated management level experience across employee and industrial relations, employment legislation, Local Government State Award, workforce planning and contemporary HR practice.
- Strong experience with remuneration frameworks, salary systems and job evaluation and the ability to apply these practically within an organisational environment.
- Demonstrated ability to strengthen HR systems and people practices while supporting managers to build capability, accountability and confidence in workforce leadership.
- Highly developed communication, influencing and relationship management skills with the ability to work constructively with senior leaders, employees, unions and external stakeholders.



Remuneration & Benefits

The Human Resources Manager will be appointed on a permanent basis, reporting directly to the General Manager.

Why This Opportunity

For someone who enjoys building rather than simply maintaining, this role provides genuine scope to influence how HR operates and how people are led across Council. The Human Resources Manager has direct access to the General Manager, visibility across the workforce and the opportunity to see tangible results from the changes they introduce.

Weddin Shire Council serves approximately 3,700 residents across Grenfell and its surrounding villages and rural communities. Its vision is for a progressive rural locality with a vibrant and welcoming community, a strong connection to its heritage and natural environment and a diverse and resilient local economy.

The professional opportunity is matched by the lifestyle of a small Central West community, with Grenfell offering affordable regional living and accessibility to larger centres including Orange, Bathurst, Dubbo, Wagga Wagga and Canberra. The Shire's strategic location, serviced by the Mid-Western Highway, provides easy access to the surrounding towns of Young, Forbes and Cowra.

Living and Working in Weddin Shire

Discover a rewarding country lifestyle in the heart of the Central West. From the historic streets of Grenfell to sweeping rural landscapes, vibrant canola fields and welcoming village communities, Weddin Shire offers space to breathe, a strong sense of belonging and the opportunity to become part of a community where local connections matter.

Package Overview

\$116,095

Cash salary

\$18,905

Market allowance

\$151,200

Total remuneration package

35 hour week with a nine-day fortnight

Working arrangements

Why work for Weddin Shire Council?

Weddin Shire Council offers a wide variety of career opportunities. Our diverse workforce is made up of more than 50 different professions; both indoor and outdoor roles as well as roles that have a mix of both. We are always looking for enthusiastic and skilled people to join our team.

The work that we do has a direct impact on our local community; Weddin Shire Council provides the essential facilities, services and infrastructure our people value. Our team is committed to delivering the best possible service to the residents, businesses and visitors of Weddin Shire and striving to achieve our shared vision for the future, together.



2. The Organisation

Weddin Shire Council serves a close-knit rural community in the Central West of New South Wales, providing the services, infrastructure and facilities that support everyday life across Grenfell and the surrounding villages and rural areas.

With a strong connection to its community, Council plays an important role in supporting local prosperity, maintaining essential infrastructure and services, protecting the natural and built environment and contributing to a vibrant and sustainable future for the Shire.

The Organisation

Weddin Shire Council plays an important role in supporting the communities, businesses and rural industries that contribute to the character and prosperity of the Shire.

Council delivers a broad range of services, facilities and infrastructure that support everyday community life. Its responsibilities span roads and infrastructure, planning and development, waste and environmental services, community facilities, recreation, economic development and the effective governance and management of the organisation.

Operating through three main Directorates under the leadership of the General Manager, Council is focused on providing responsive and sustainable services while balancing community expectations with the opportunities and challenges of delivering local government services in a rural setting.

Council's long-term direction is guided by Weddin 2035: Community Strategic Plan, which reflects the priorities and aspirations of the community and provides the overarching framework for Council's planning, investment and service delivery.

Our Mission

Weddin Shire Council - Bringing us together, sustaining Weddin into the Future.

Our Vision

Council's vision is one of a progressive rural locality with a vibrant and welcoming community, rich in both heritage and the natural environment, with a diverse and resilient economy that supports local employment and business.



At a Glance

Location:

Central West, New South Wales

Area:

Approximately 3,457 km²

Population:

Approximately 3,700 residents

Principal Centre:

Grenfell

Villages & Rural Communities:

Caragabal, Greenethorpe, Quandialla and Bimbi

Traditional Custodians:

Wiradjuri People

[Council Website](#)

[Facebook](#)



3. The Region

Weddin Shire offers the character and connection of rural living in the heart of the Central West of New South Wales, with Grenfell providing the principal centre for services, business and community life.

Known for its rich agricultural heritage, natural landscapes and welcoming communities, the Shire encompasses Grenfell and the villages of Caragabal, Greenethorpe and Quandialla, together with extensive surrounding rural areas.

The region offers a relaxed country lifestyle and a strong sense of community, while connections to surrounding Central West centres provide access to broader services and opportunities.



Weddin Shire is a distinctive rural region in the Central West of New South Wales, characterised by productive agricultural landscapes, historic communities and a strong connection to the natural environment.

Grenfell is the Shire's principal service centre and the focus of much of its retail, business and community activity. The villages of Caragabal, Greenethorpe and Quandialla contribute their own character and strong community connections, while Bimbi and the surrounding rural localities reflect the agricultural foundations of the region.

Agriculture remains an important part of the local economy and identity, complemented by local businesses, services and tourism. The Shire's heritage, rural landscapes and natural attractions contribute to its appeal as both a place to live and a destination for visitors.

Weddin Shire is strategically positioned adjoining the Cowra, Hilltops, Bland and Forbes local government areas, providing connections to surrounding regional centres while retaining the benefits of a smaller rural community.

Living in Weddin Shire means more space, shorter commutes and a genuinely connected country community. Centred around historic Grenfell and surrounded by productive farmland and the Weddin Mountains, the Shire offers a relaxed rural lifestyle where community connections still matter.

Housing

Enjoy the space and affordability of country living, with homes in Grenfell and options across the Shire's villages and rural areas. Whether living close to the centre of town or enjoying a larger rural property, shorter local commutes mean more time for family, community and the outdoors.

Education & Learning

Families have access to Grenfell Public School, St Joseph's Primary School and The Henry Lawson High School, with additional schools in smaller communities across the Shire. TAFE NSW's Grenfell Connected Learning Centre also provides access to vocational training, further education and flexible learning opportunities, supporting continued study and professional development close to home.

Health Services

Grenfell Multipurpose Service provides 24-hour emergency care, inpatient, rehabilitation and palliative care, supported by community and allied health services. A range of visiting health services further supports the local community.

Lifestyle

Explore the Weddin Mountains, enjoy Grenfell's cafés, galleries and heritage streetscapes, or get involved in local sport, markets and community events. The annual Henry Lawson Festival of Arts is a highlight of the local calendar and celebrates Grenfell's connection to one of Australia's best-known writers.

Transport & Access

Grenfell is well connected by road to surrounding Central West centres, including Cowra, Forbes and Young. The Shire's location provides access to the broader region while retaining one of the great advantages of country living — short local journeys, easy commutes and more time outside the car.





4. The Appointment Process

An outline of the recruitment stages, evaluation framework and candidate engagement approach for this executive appointment.

The Appointment Process

How to Apply?

Candidates are invited to submit:

- Current CV
- A brief covering letter addressing the [Selection Criteria – Page 7](#)

Applications should be submitted via the Leading Roles website.

Confidential enquiries are welcomed and may be directed to the nominated consultant.

Selection Process

The recruitment process will be undertaken in partnership with Weddin Shire Council and will typically include:

- Desktop review of applications
- Initial consultant interviews with a select group of applicants
- Shortlisting in consultation with Council
- Formal interview with the selection panel
- Referee checks and pre-employment verification

Council may elect to conduct additional interviews or assessment activities where appropriate.

Preferred candidates may be required to undertake:

- Psychometric assessment
- Criminal history check
- VEVO right-to-work verification
- Financial probity checks
- Pre-employment medical

Indicative Timeframe

Applications open:

→ **Tuesday 13 October 2026**

Applications close:

→ **5:00 pm (AEST)**
Friday 6 November 2026

Initial assessment:

→ **Week commencing**
Monday 9 November 2026

Council interviews:

→ **Week commencing**
Monday 16 November 2026 (TBC)

These timeframes are indicative only and may vary depending on the recruitment process, Council availability and candidate scheduling.

Eligibility to Work in Australia

Applicants must be Australian Citizens or hold the appropriate visa to work in Australia. Right-to-work checks will be undertaken at the offer stage.

Privacy & Confidentiality

Leading Roles collects and manages personal information in accordance with the Information Privacy Act for the purpose of assessing applicants against the position requirements. Information provided in your application will be accessed by employees of Leading Roles and authorised Council officers, including Human Resources and selection panel members. Information will not be disclosed to any other person or agency without your consent, unless required by law.

What Happens Next?

Recruitment processes within local government are intentionally thorough to ensure transparency, merit and accountability.

From application to appointment, the process typically spans **6 to 8 weeks**, depending on scheduling and availability. We aim to provide updates at key stages as decisions are confirmed.

- 
- **Stage 1 – Application Review (Weeks 1–3)**
 - Acknowledgement of your application
 - Consultant review and initial assessment
 - Early communication where appropriate
 - **Stage 2 – Shortlisting & Initial Interviews (Week 4)**
 - Longlist identification in consultation with Council
 - Initial interviews (typically via video conference)
 - Notification of outcome
 - **Stage 3 – Panel Interviews (Weeks 5–6)**
 - Shortlisted candidates invited to panel interview
 - Candidate briefing provided in advance
 - Post-interview communication
 - **Stage 4 – Due Diligence & Offer (Weeks 6–8)**
 - Referee and probity checks
 - Psychometric assessment (if required)
 - Final negotiations and offer
 - **Post Appointment**
 - Regular consultant check-ins throughout the first year

Timeframes are indicative and may vary depending on Council availability and candidate scheduling.

Contact

Your Consultant

To discuss this appointment in confidence, please contact:

Angie Simmonds

Principal Talent Consultant | Leading Roles

Angie Simmonds is managing this appointment and will guide candidates through each stage of the recruitment process.

Leading Roles is committed to delivering a respectful, transparent and professional experience. Angie welcomes your enquiry at any stage.

We look forward to supporting you throughout the application process.

Interested in this opportunity?

Book a confidential one-on-one conversation with Angie to discuss the role and ask any questions you may have.

[Book a time with Angie here](#)



Contact Details

Phone: 0476 861 300
Email: angie.simmonds@leadingroles.com.au
Website: www.leadingroles.com.au



Appendix A: Position Description



Weddin Shire Council

Bringing us together, sustaining Weddin into the Future

Position Description

Human Resources Manager

Directorate	General Manager's Department
Location	Grenfell, NSW
Classification/Grade/Band	Grade 18 to 22B
Position Code	Permanent 35 Hour Week P1.4.396 (9-day fortnight)
Date position description approved	August 2024
Date position description reviewed	September 2026

Council overview

The Weddin Shire Local Government Area (LGA) covers an area of 345,683 ha of the Central West Region, NSW: adjoining Cowra, Hilltops, Bland and Forbes Shires. Weddin Shire Council was formed out of the voluntary amalgamation of Grenfell Municipality and Weddin Shire areas in 1975. Council operates out of its Administration Building and Works Depot, both located in Grenfell, NSW, and provides services to the 3,700 residents in the Shire. Weddin Shire includes the villages of Caragabal, Greenethorpe, and Quandialla and the rural locality of Bimbi.

Council's Vision is one of a progressive rural locality with a vibrant and welcoming community, rich in both heritage and the natural environment, with a diverse and resilient economy that supports local employment and business.

This position provides a positive opportunity to advance achievement of Council's Mission and Vision, in the community at large.

Council values

A welcoming, friendly, caring and supportive community that welcomes equality and participation, working together, that offers a helping hand in times of need, shows deep respect for heritage and environment, values inclusiveness, engagement, freedom of choice, diversity and innovation.

Primary purpose of the position

A dynamic people person who will be responsible for providing high-level best practice strategies and advice to effectively manage Weddin Shire Council's Human Resources function.

Key accountabilities

Within the area of responsibility, the Human Resources Manager is required to:

- Deliver workplace management advice and provide systems and processes, including performance review documentation that contribute to efficient and effective workforce leadership, human resource management, risk management and employee engagement initiatives that contribute to the achievement of the principal activities of the Delivery Program.
- Manage, support, develop and guide the work and performance of staff reporting directly to this role and through them the staff of the business unit, to enhance service quality, accessibility and responsiveness within legislation, adopted strategies and plans to meet community and organisational needs.
- Establish and maintain constructive, trust-based relationships with key stakeholders, including but not limited to management, unions, government agencies, industry and professional associations.
- Implement and promote systems to address statutory compliance, employee training and development, risk management and other obligations to maintain employee and stakeholder trust and confidence in Council.
- Hold employees accountable for their WHS responsibility to maintain a safe workplace.
- Develop and regularly update Council's organisational structure and report on establishment. Provide accurate, timely, professional guidance and advice to the Executive Leadership Team as required, with respect to matters likely to affect the delivery of the portfolio services and functions.
- Deliver the services and/or functions of the business unit portfolios according to legislation, adopted strategies and plans to meet community needs and organisational priorities.
- Ensure the establishment and maintenance of compliant systems for the management of employment records and that records are always available for review and readily accessible for decision-making or other reporting requirements.

- Translate the principal activities of the Delivery Program, Operational Plan and Resourcing Strategy into plans, programs and projects to achieve identified key performance indicators (KPIs).
- Establish and maintain organisation communication systems for the information distribution, consultation, engagement and feedback.
- Undertake research and analysis and prepare reports, plans, briefs and strategies as input into decision-making and action.
- Promote, model and reinforce cross-functional collaboration through information sharing and knowledge transfer.
- Provide and manage resources (time, finances, assets, people) efficiently and effectively to enable the delivery of the principal activities of the Delivery Program, Operational Plan and Workforce Management Strategy in relation to the portfolio.
- Model and reinforce an agile, solutions-focused, accountable and collaborative culture that facilitates workforce engagement and performance.
- Attend Work Health and Safety and Consultative Committee meetings.
- Perform related HR duties as required and directed.

Key challenges

- Ensure timely and effective human resources advice to other Council employees.
- Working collaboratively and respectfully with all key stakeholders including Council employees and Unions.
- Building Council's internal HR systems for continuous improvement.

Key internal relationships

Who	Why
Executive Leadership Team, Management Team, Human Resources and WHS/RTW Coordinator, Consultative Committee, Work Health Safety Committee	Effective completion of assigned duties. Continuous improvement.

Key external relationships

Who	Why
Local Government Bodies and Professional Associations, Government Agencies and Authorities, Unions represented in the workplace, Business and Community Leaders, contractors/suppliers	Effective completion of assigned responsibilities, compliance and resourcing. Improved working relationships with all parties.

Key dimensions

Employee relations, compliance and resourcing.

Decision making

In accordance with the Delegations Register.

Reports to

General Manager

Direct reports

One direct report.

Estimated number of indirect reports

Nil, however noting that the position will maintain employee relations across all departments.

Budget (operating and capital expenditure)

In line with the Operational Budget for Human Resources function, which will vary on a year-to-year basis.

Essential requirements

- Bachelor's qualification in Human Resources or equivalent with demonstrated contemporary experience in a similar role, coupled with ongoing professional development to support contemporary knowledge.
- Demonstrated continuous improvement managerial-level experience in employment legislation, industrial awards and the delivery of WHS&E and Human Resources services
- Established ability to work constructively, collaboratively and cooperatively with management and the workforce to establish, implement and consistently apply WHS&E and Human Resources policies, procedures and systems of work
- Proven ability to engage with and influence internal and external stakeholders to realise fit-for-purpose outcomes that drive the achievement of strategic goals.
- Demonstrated interpersonal and communication skills, including influencing and negotiation, research, information analysis and report writing to facilitate planning, decision-making and continuous improvement

- Sound understanding of the Local Government Award and Local Government Act environment.
- Demonstrated staff management experience, with a proven track record leading, developing and supporting staff to achieve work targets and objectives efficiently and effectively.
- Current Class C Drivers Licence.

Desirable requirements

- Certificate IV in Training and Assessment
- Demonstrated knowledge, experience and understanding of salary systems, job evaluation systems and their administration.
- Demonstrated knowledge and experience in NSW local government.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below are the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities:

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Advanced

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Advanced	- Is flexible and readily adjusts own style and approach to suit the situation - Adjusts tactics or priorities in response to changes in the organisational environment - Gives frank, honest advice, even in the face of strong, contrary views - Accepts criticism of own ideas and responds in a thoughtful and considered way - Welcomes challenges and persists in raising and working through difficult issues - Shows composure and decisiveness in dealing with difficult and controversial issues
Relationships Communicate and Engage	Advanced	- Presents with credibility and engages varied audiences - Translates complex information concisely for diverse audiences - Creates opportunities for others to contribute to discussion and debate - Demonstrates active listening skills, using techniques that contribute to a deeper understanding - Is attuned to the needs of diverse audiences, adjusting style and approach flexibly - Prepares (or coordinates preparation of) high impact written documents and presentations
Relationships Work Collaboratively	Advanced	- Builds a culture of respect and understanding across the organisation - Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams - Builds co-operation and overcomes barriers to sharing across the organisation - Facilitates opportunities to develop joint solutions with stakeholders across the region and sector - Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results Plan and Prioritise	Advanced	- Ensures business plans and priorities are in line with organisational objectives - Uses historical context to inform business plans and mitigate risks - Anticipates and assesses shifts in the environment and ensures contingency plans are in place - Ensures that program risks are managed and strategies are in place to respond to variance - Implements systems for monitoring and evaluating effective program and project management

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Deliver Results	Advanced	• Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
Resources Assets and Tools	Adept	• Contributes quality information about council and community assets to asset registers • Prepares accurate asset maintenance and replacement costings in line with council plans and policies • Is aware of asset management risks and actions to manage and mitigate these
Resources Procurement and Contracts	Adept	• Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers • Delivers open, transparent, competitive and effective procurement processes • Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met • Takes appropriate actions to manage and mitigate procurement and contract management risks
Workforce Leadership Manage and Develop People	Advanced	• Knows the individual strengths, weaknesses, goals and concerns of members of the team • Fosters high performance through effective conversations and feedback and by providing stretch opportunities • Identifies and develops talent across the organisation • Coaches and mentors staff to foster professional development and continuous learning • Implements performance development frameworks to align capability with the organisation's current and future priorities • Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Workforce Leadership Inspire Direction and Purpose	Advanced	• Translates organisational vision and strategy into operational goals to help staff understand their own contribution • Builds a shared sense of purpose through involving people in defining priorities and cascading goals • Regularly communicates progress against business unit and organisational goals • Creates opportunities for recognising and celebrating high performance at the individual and team level
Workforce Leadership Lead and Manage Change	Advanced	• Translates change initiatives into practical strategies, including the role of staff in implementing them • Analyses the change context to identify the level of consultation and involvement required from staff and stakeholders • Develops appropriate approaches to involve staff and stakeholders at various stages of the project • Implements structured processes to manage structural, system, process and cultural barriers to change • Provides coaching and leadership in times of uncertainty and difficulty for staff

I hereby accept the position of Human Resource Manager, the above position description and associated conditions of employment.

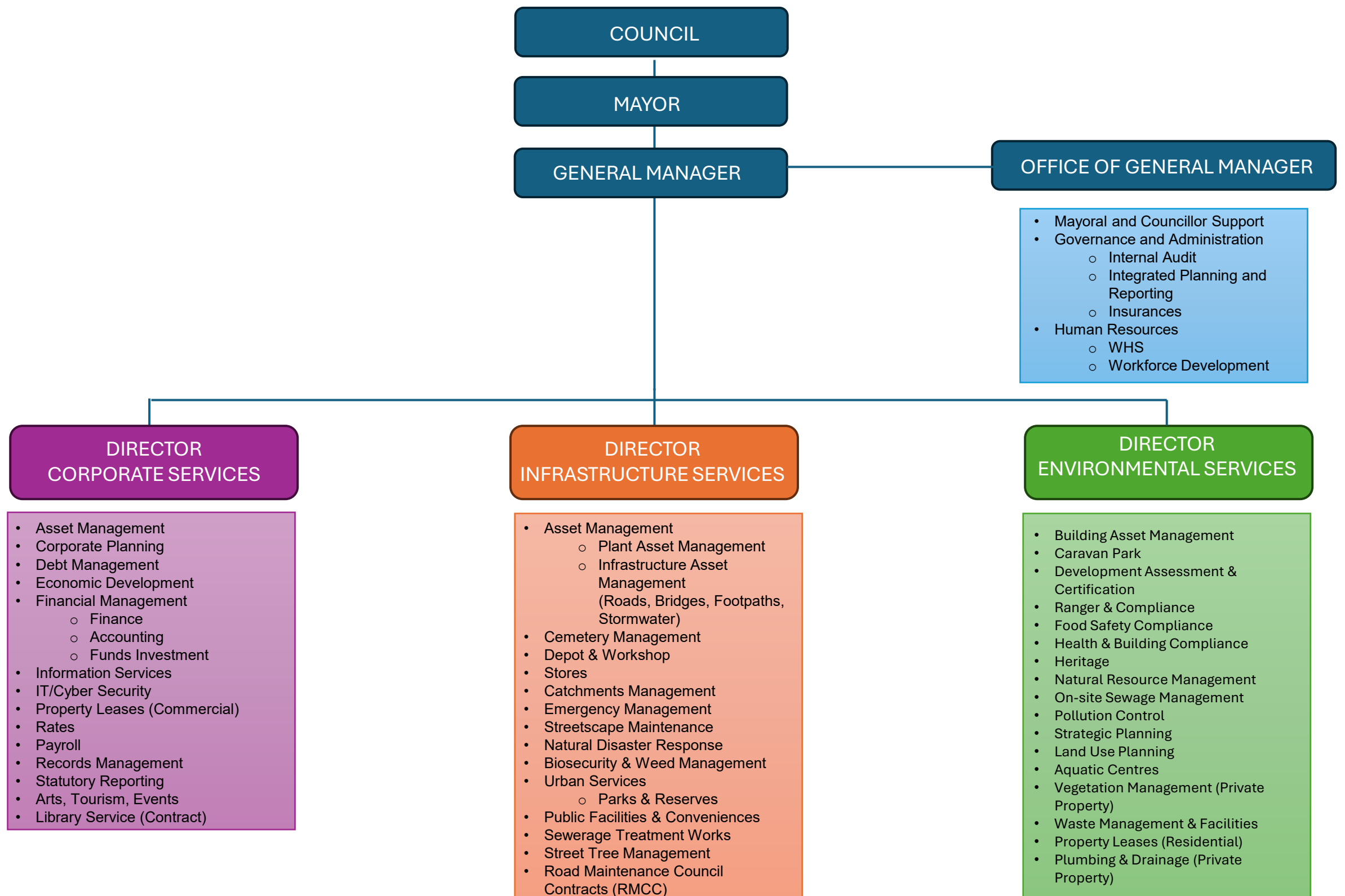
Name

Signature

Date



Appendix B: Organisational Chart





Appendix C: Source Documents

Information contained in this pack has been compiled from publicly available documents and is considered accurate at the time of publication. Sources include:

Weddin Shire Council

- Weddin Shire Council Website
- Weddin 2035: Community Strategic Plan
- Visit Weddin

Australian Bureau of Statistics

- Census Data
- Regional Population Statistics

Other Sources

- TAFE NSW – Grenfell
- NSW Health – Grenfell

Photography & Imagery

Images featured throughout this information pack have been sourced from official Council, tourism and other publicly available sources, or supplied directly by the client.

