



POSITION DESCRIPTION

Position:	Workforce Planning and Inclusion Advisor Permanent Full-Time (Authority Position Number 007D1.1)
Enterprise Agreement Classification:	Band 6 (Colac Otway Shire Council Enterprise Agreement No.10 2025)
Division:	Corporate Services
Department:	People and Culture
Reports to:	Manager People and Culture
Approved By:	General Manager Corporate Services
Date Approved:	July 2026

Colac Otway Shire Council strives to be a values-based organisation. Our values were developed by our people. They guide our behaviours, our approach to our work and to each other.

Our Values

- We are *supportive, inclusive and respectful*
- We take a *positive* approach to our work
- We commit to *safe work* practices
- We are *accountable and proactive*
- We act with *integrity*
- We *communicate* effectively
- We are *flexible and progressive*

Position Objective

The Workforce Planning and Inclusion Advisor is responsible for leading the development, implementation and ongoing maintenance of Council's people-related policy framework, workforce planning and workforce-related strategic initiatives.

The role provides contemporary, practical and compliant advice to support Council's workforce objectives, including delivery of the Workforce Plan, implementation of the Gender Equality Action Plan (GEAP/GEADP), coordination of workforce-related reporting and governance, development and review of employment-related policies, and management of People and Culture content on Council's intranet.

The position works collaboratively across People and Culture and the organisation to ensure policies, plans, contracts, position descriptions and workforce initiatives are consistent, accessible, compliant and aligned to Council's strategic direction.



PART A	
Key Responsibilities	Expected Outcomes
Workforce Planning and Strategic Initiatives • Coordinate implementation, monitoring, management and review of Council's Workforce Plan. • Analyse workforce data and trends (capability, demographics, risks) to support evidence-based workforce planning. • Prepare workforce-related reports, briefings and submissions for Executive Management Team and Council as required. • Support alignment between workforce planning, organisational planning and service delivery priorities.	• Workforce Plan is implemented, monitored and reviewed in line with organisational and legislative requirements. • Workforce risks and opportunities are clearly identified and addressed through practical initiatives. • Workforce planning activities support organisational capability, service delivery requirements and Council's long-term workforce sustainability.
Policy Development and Governance • Lead the development, review and implementation of People and Culture policies, procedures and guidelines. • Ensure policies are compliant with relevant legislation, industrial instruments, Council governance frameworks and best practice. • Maintain a structured policy review cycle and register for People and Culture policies. • Support consistent interpretation and application of policies across the organisation.	• People and Culture policies are current, clear, compliant and consistently applied. • Policy framework supports operational effectiveness and sound governance.
Gender Equality and Inclusion • Coordinate the development, implementation, monitoring and reporting of Council's Gender Equality Action Plan (GEAP) and associated reporting requirements in accordance with the Gender Equality Act 2020 (Vic). • Support workforce-related gender equality initiatives, data analysis and reporting. • Prepare internal and external workforce-related gender equality reports and compliance documentation.	• GEAP initiatives are delivered and monitored effectively. • Council meets its workforce related gender equality obligations.
Contracts, Position Descriptions and Employment Documentation • Develop, maintain and review employment-related contract templates and supporting documentation. • Facilitate the development and review of position descriptions to ensure clarity, consistency and organisational alignment. • Lead and maintain a consistent, organisation-wide approach to job design, role clarity and position classification, ensuring alignment with Council	• Employment contracts and position descriptions are accurate, contemporary and fit-for-purpose. • Role clarity and workforce consistency is strengthened across the organisation.



PART A	
Key Responsibilities	Expected Outcomes
structures, workforce strategy and industrial instruments.	
Intranet and Workforce Information Management • Maintain and manage People and Culture content on Council's intranet, ensuring information is current, accessible and easy to navigate. • Partner with Governance to coordinate publication of workforce-related policies, procedures, FAQs and guidance materials. • Support clear communication of People and Culture initiatives and changes.	• People and Culture intranet content is accurate, current and user-friendly. • Employees can easily access workforce-related information and resources.
Systems, Reporting and Improvement • Support the administration, maintenance and continuous improvement of People and Culture systems, processes, policies and programs, ensuring data integrity, compliance and operational effectiveness. • Contribute to the analyse of workforce, learning and development, compliance and People and Culture reporting to support informed decision-making and organisational objectives. • Support the coordination and administration of learning and development activities, including training programs, employee development initiatives and mandatory compliance training. • Participate in and support projects that deliver continuous improvement, workforce capability development, system enhancements and operational efficiencies across the organisation. • Develop and maintain a sound working knowledge of the Council Enterprise Agreement, employment legislation and People and Culture policies to support accurate administration and advice. • Maintain current knowledge of industry trends, market developments, and emerging best practices. • We promote Council Values and Behaviours • Support and deliver initiatives that enhance employee experience, wellbeing, diversity, equity, inclusion, and employee recognition.	• People and Culture systems, processes and records are accurate, compliant and support effective service delivery. • Learning and development systems, programs and compliance activities are effectively coordinated and contribute to workforce capability and organisational requirements. • Workforce, compliance and People and Culture reporting provides reliable information that supports informed decision making. • People and Culture policies, procedures and systems remain contemporary, effective and aligned with legislative and organisational requirements. • Continuous improvement initiatives enhance service delivery, operational efficiency and employee experience. • Workforce capability and organisational development initiatives are supported through effective administration, reporting and system management.



PART B

Classification Criteria

Accountability and Extent of Authority

The position is authorised/responsible for the following:

- Under the direction of the Manager People and Culture, the incumbent has authority to undertake all day to day activities within policy and budgetary constraints including:-
- Coaching managers and supervisors on system and policy requirements;
- Providing interpretation and advice on human resources policies and legislative requirements;
- Ensuring all policies and procedures for human resources are observed;
- In conjunction with the Manager People and Culture revise and/or have input into the development of Human Resources related policy and guidelines.
- Accountable for the confidentiality of all documents and information accessible to the position.
- The incumbent is authorised to commit expenditure in accordance within the approved department budget and to prepare and sign correspondence for issues subject to the jurisdiction of the position.

Judgement and Decision Making

- Make decisions on all routine matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- A significant degree of the work involves research, identification and application of optional courses of action in consultation with the Manager People and Culture.
- Under the direction of the Manager People and Culture, undertake problem solving activities in the area of human resources.
- There is limited discretion with respect to the application of various and diverse methods, procedures and techniques and the Manager People and Culture should be consulted where appropriate.
- Provide advice and assistance to management and staff on human resources related matters.
- Exercise discretion regarding confidential issues.

Specialist Skills and Knowledge

- Proficiency in understanding, interpreting and providing advice on relevant legislation, policy and guidelines including the Fair Work Act, Enterprise Agreement, Equal Opportunity Act, other relevant legislation, and Council policies and guidelines.
- Well-developed analytical skills to enable investigation of employee matters etc, along with contributing to the formulation of policy and procedures.
- Strong customer service focus and commitment to quality customer service outcomes.
- Knowledge of relevant Industrial and legislative requirements.
- Proficiency in human resource software and Microsoft applications.

Management Skills

- The position involves managing time, setting priorities, and planning and organising own work. The position also requires the ability to meet objectives within time constraints and conflicting demands.
- To be able to work in a team environment.
- Ability to problem solve.
- To coach and support management and staff on human resource matters.
- Ability to encourage others in achieving outcomes.

Interpersonal Skills

- Ability to motivate staff and develop employees' skills and knowledge in the area of human resources.
- Ability to discuss and resolve issues with all levels of staff across the organisation.
- Excellent verbal and written communication skills.
- Ability to liaise with counterparts in other organisations.



PART B

Classification Criteria

- Ability to understand and relate to the needs of staff.
- Ability to prepare correspondence and draft reports on matters relating to human resources.

Qualifications

- Tertiary qualifications in Human Resources, Industrial Relations, Public Administration, Organisational Development, Business, Management or a related discipline, or demonstrated equivalent knowledge, skills and experience gained through substantial professional practice.
- Sound working knowledge of, and ability to interpret and apply, key workforce and employment compliance requirements relevant to the role's scope, including the Gender Equality Act 2020 (Vic) and employment/industrial obligations.

Experience

- Demonstrated experience in workforce planning, workforce analysis and workforce-related strategic initiatives.
- Experience developing, reviewing and implementing policies, procedures and governance frameworks.
- Experience preparing reports, briefings, submissions and policy documentation for executive and organisational audiences.
- Experience supporting workforce reporting, workforce governance, gender equality or organisational compliance initiatives.
- Experience developing and maintaining workforce documentation, including employment contracts, position descriptions and associated workforce resources.
- Demonstrated ability to manage multiple priorities and work collaboratively with stakeholders to deliver outcomes.

Desirable

- Experience in local government or a similarly complex, regulated environment.
- Experience managing workforce information, intranet content or digital information resources.
- Experience with workforce reporting and governance processes and organisational planning processes.

PART C

Standard Organisational Responsibilities

Customer Service

- Promote and enforce Council's policy of excellence in customer service;
- Provide appropriate customer services to our customers in a prompt and engaging manner via social media or web updates;
- Maintain the highest ethical standards and confidentiality in dealing with data, our customers and each other.

Occupational Health & Safety/Risk Management

- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace;
- Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health & Safety Acts, Regulations and Codes of Practice;
- Work within Occupational Health & Safety Acts, Regulations and Codes of Practice;
- Ensure Council's Risk Management Policy & Procedures are observed and complied with.
- Enforce Council's OH&S and Risk procedures with contractors and consultants.



PART C

Standard Organisational Responsibilities

Human Resources

- Identify training and development needs through Appraisal System for yourself and any staff you directly supervise, and participate in corporate training;
- Ensure adherence to Council Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs;
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.

Information Management

- Ensure accurate and prompt registration of all customer requests within the request system, action and respond to assigned requests within a prescribed timeframe and according to Colac Otway Shire Performance Standards;
- Ensure effective use of relevant application software systems (appropriate level of training provided).
- Make and keep accurate and complete records of business activities, including email.
- Ensure the quality and accuracy of data used or enter into Content Manager.
- Understand records management obligations and responsibilities.
- Create records proactively, even those that would not otherwise be created from activities such as telephone conversations, verbal decisions, meetings, conferences etc.

Organisational Development & Business Improvement

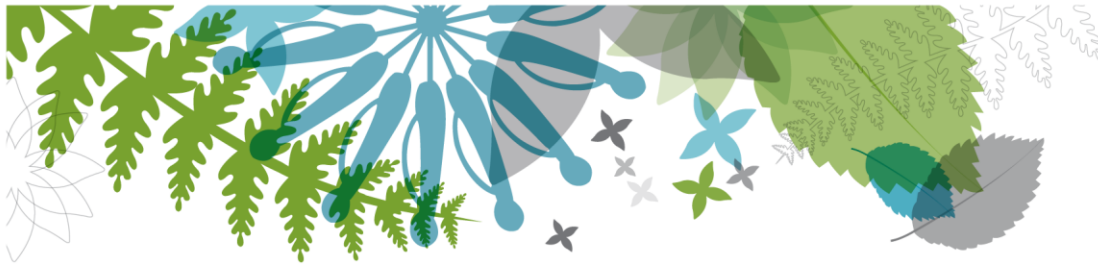
- Promote Council Values and participate in ongoing business improvement initiatives to continuously improve Council's systems and processes.
- Actively contribute ideas and suggestions which promotes a culture of innovative thinking.
- Participate in the development and monitoring of Unit Business Plan objectives as appropriate.
- Participate in the Employee Alignment and Engagement Survey as requested.
- Comply with the Colac Otway Shire Customer Performance Standards.

Emergency Management / Business Continuity

- As part of the duties associated with this position, the incumbent may be requested to assist Colac Otway Shire Council in responding to a crisis situation, should one arise, affecting the operation of Council and/or the wellbeing of the community.
- This may involve temporarily working in a different work location within the Shire undertaking different tasks. Priorities of Council will shift during a crisis event, and as such, Officers may find themselves engaged in work activities that differ from the key responsibility areas that are outlined in their Position Descriptions.
- Staff will not be seconded into roles that are beyond their existing skill sets.

Child Safety

- Ensure a child safe environment and contribute to a culture of child safety by fulfilling the responsibilities and requirements of Council's Child Safe Policy and procedures.
- Promote the cultural safety, participation and empowerment of children including Aboriginal, culturally and/or linguistically diverse children, and children with a disability.
- Respond promptly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian in accordance with Council's Child Safe policy.



Key Selection Criteria

- Tertiary qualifications in human resources, public administration, organisational development or a related discipline, or significant relevant experience.
- Demonstrated experience in workforce planning, policy development and implementation.
- Knowledge of relevant employment legislation, industrial instruments and governance frameworks (local government environment desirable).
- Experience supporting or delivering gender equality, inclusion or workforce planning initiatives.
- Strong written and verbal communication skills, including preparation of reports, policies and briefings.
- High level of organisational skills, with the ability to manage multiple priorities and deadlines.

Desirable

- Experience working within local government or the public sector.
- Experience managing intranet or digital workforce information platforms.

Employee and Employer Agreement

We agree that the above is an accurate reflection of the duties and responsibilities of the position.

Employee Name:

Employee

Signature & Date:

Direct Supervisor Name:

Direct Supervisor

Signature & Date: