



City of
Kalgoorlie
Boulder

Position Description

Position Title: **Manager People Services**

Position Details

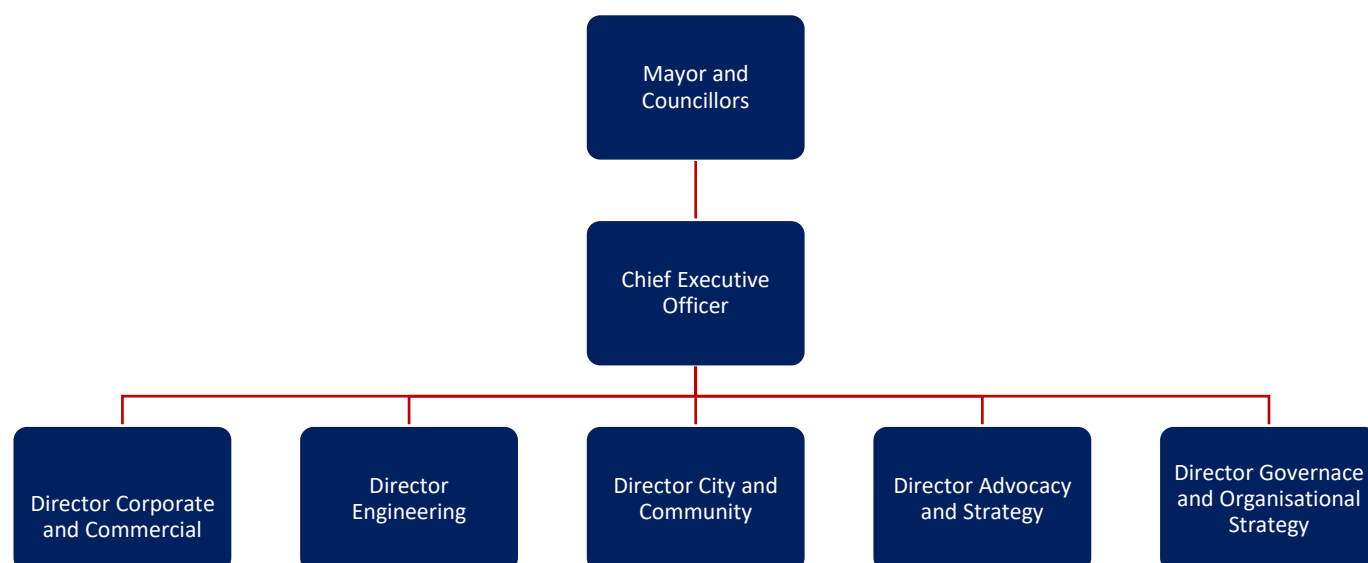
Position Number	1302
Position Classification	Level 12
Status	Permanent – Full Time
Directorate	Governance and Organisational Strategy
Work Location	Administration Building
Reports To	Director of Governance and Organisational Strategy
Supervisory Responsibility	Yes

Organisational Overview

The City of Kalgoorlie-Boulder operates in a dynamic regional centre that delivers a wide range of services, infrastructure and community initiatives that contribute to the liveability, growth and prosperity of the Goldfields. With responsibility for significant community assets, major events, public spaces and essential local government services, the City offers a diverse and engaging operating environment.

The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



City Vision, Mission and Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

MISSION

'Working together for the place and people we call home.'

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

Position Overview and Purpose

This position is responsible for providing human resources generalist support to the City's workforce, leading a dynamic team of human resources professionals and ensuring operational excellence in the delivery of transactional human resources to the organisation. The Manager understands the needs of the City and the context within which service delivery is being provided, and delivers continuous improvement in the implementation of human resources support to City employees.

Position Accountabilities

Key accountabilities

- Oversee the City's recruitment process including sourcing, advertising and selection.
- Support onboarding of new employees to ensure a positive new starter experience.
- Support team leaders with performance management including supporting effective probation, annual performance appraisals, KPI oversight and general feedback and review.
- Collaborate with key stakeholders to develop, lead and implement organisational culture initiatives.
- Increase the capability of business units through coaching and advice to encourage the self-management of employee matters.
- Facilitate (or if required, lead) appropriate resolution of industrial and employee relation ensuring compliance with the City's Enterprise Agreement, policies, procedures and relevant legislation.
- Develop, review and maintain all policies, procedures and guidelines within the human resources function and ensure legislative compliance, continuous improvement and alignment to the City's strategic objectives.
- Provide expert and timely advice on the interpretation and application of the City's procedures, employment related legislation and industrial agreements.
- Assist negotiations and bargaining activities for the City's enterprise agreement/s in line with best practice.
- Coordinate training, learning and development activities across the organisation.
- Develop and keep current registers and dashboards for recording of HR metrics and report on trends across all HR functions at required intervals for Executive Leadership Team, Council, PSC and/or in accordance with other reporting requirements.
- Other accountabilities as reasonably required by the Director or CEO.

Key Performance Indicators

- To be agreed during probationary period.

Judgement & Decision Making

- Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.
- Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the Director.
- Apply legislation and Council policy direction to decision-making with guidance from the Director.
- Work together effectively with Director, peers and team to develop efficient operational practices and standards.
- Apply knowledge and skills to ensure consistent quality outcomes.

Skills & Knowledge

- Tertiary Qualification in Human Resources Management, Industrial Relations or similar discipline is preferred.

- At least 3 years practical generalist HR experience with understanding of employment related legislation, HR functions and best practice (including commitment to EEO, WHS and cultural diversity principles).
- High level communication skills (verbal and written), with proven ability to effectively influence stakeholders at all levels to achieve strategic outcomes.
- Excellent analytical and problem-solving skills with the ability to develop creative solutions to complex problems.
- Facilitation, negotiation and mediation skills to give presentations, facilitate groups, mediate disputes and lead or support difficult workplace conversations.
- Ability to lead and manage teams, remaining outcomes focused with ability to meet deadlines and prioritise and manage conflicting demands.
- Current satisfactory National Police Clearance.
- Current WA "C" Class driver's licence.

Corporate Accountabilities

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate Responsibilities

- **Customer Service** - Understand and deliver the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- **Risk Management** - Undertakes risk management activities in accordance with the City's Risk Management requirements.
- **Values** - Promote a positive and collaborative culture in the organisation by adhering to the Organisational Values through open, fair, and transparent decision-making and ethical, professional behaviour.
- **WHS** - Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting and management of injuries, incidents, damages and near misses.
- **Ethical Behaviour** - Demonstrates a positive commitment and compliance with all relevant legislation, including but not limited to workplace discrimination, harassment, victimisation, bullying, fraud and corruption while ensuring compliance with the City's Code of Conduct and all City Policies and Procedures.
- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan, policies and procedures and attendance at all relevant training. Ensures confidentiality is always maintained. Adhere to all other lawful and reasonable directions from the employer.

Certification

I have read and understood the contents of this position description and accept the following:

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility. I may be required to perform other duties that are consistent with my classification including temporary activities or projects.
- My position is dynamic and that continuing change and improvement of processes, practices, knowledge, skills and behaviours is expected by the City of Kalgoorlie-Boulder and this Position Description facilitates this development that I will actively invest in.

Employee Name:

Employee Signature:

Date: