

Principal People and Culture Officer

Position Description



Position type	Full time
Remuneration level	Level 9
Position classification	Local Government Officers Award
Reports to	Chief Executive Officer
Department	Chief Executive Office
Date last reviewed	31 December 2025

About the Shire of Halls Creek

Located in the Kimberley region of Western Australia, the Shire of Halls Creek (Shire) is one of Australia's iconic outback areas with a unique cultural and heritage environment.

The Shire covers 142,908 square kilometres of the Kimberley and is approximately 2,850 kilometres to the north east of Perth and 362 kilometres south of Kununurra. The Northern Territory forms the eastern boundary of the Shire with the Shire of Wyndham-East Kimberley to the north, the Shire of Derby-West Kimberley to the west and the Shire of East Pilbara to the south and west.

The remote communities of Balgo (Wirrimanu), Billiluna (Mindibungu), Mulan, Ringer Soak (Kundat Djaru), Warmun (Turkey Creek) and Yiyili are an integral part of the Shire with around 3,000 people residing outside of the Halls Creek town site. Throughout the Shire there are also a number of smaller communities.

The Shire is connected by 391 kilometres of sealed roads and 1,449 kilometres of unsealed roads requiring extensive maintenance work due to seasonal flooding.

Our operating environment

The Shire operates within a broad legislative framework that includes but is not limited to:

- *Disability Services Act 1993 (WA)*
- *Fair Trading Act 2010 (WA)*
- *Fair Work Act 2009 (Cth) and Fair Work Regulations 2009*
- *Financial Management Act 2006*
- *Income Tax Assessment Act 1936 (Cth) (as amended)*
- *Income Tax Assessment Act 1997 (Cth) (as amended)*
- *Work Health and Safety Act 2020*
- *Privacy Act 1988 (Cth)*
- *State Records Act 2000 (WA)*
- *Superannuation Guarantee (Administration) Act 1992 (Cth)*

The Shire is enabled by the *Local Government Act 1995* and its regulations. It operates under two industrial awards being Local Government Officers (Western Australia) Award and the Municipal Employees (Western Australia) Award.

Our vision and goals

Our 2015-2025 strategic community plan outlines a clear vision for the Shire to be economically diverse, caring and proactive with a strong sense of responsibility and pride. This vision will be realised through four strategic goals: Local Jobs, Local Economy, Local Social and Local Leadership.

Principal People and Culture Officer

Position Description

Our values

As one of the biggest employers in the Shire, our goal is to be a great place to work where everyone matters and there are opportunities to grow. We have a strong commitment to well-being, health and safety, diversity and inclusion. Everything Council does is underpinned by our values, which define the culture of the organisation and the behaviours that shape our interaction with the community and each other. Our values are depicted below and they are embedded in everyone's roles.



Community aspirations

Through consultations with community on development of the 2015-2025 strategic community plan, the following community aspirations were identified. We strive to work with the community to realise these aspirations.

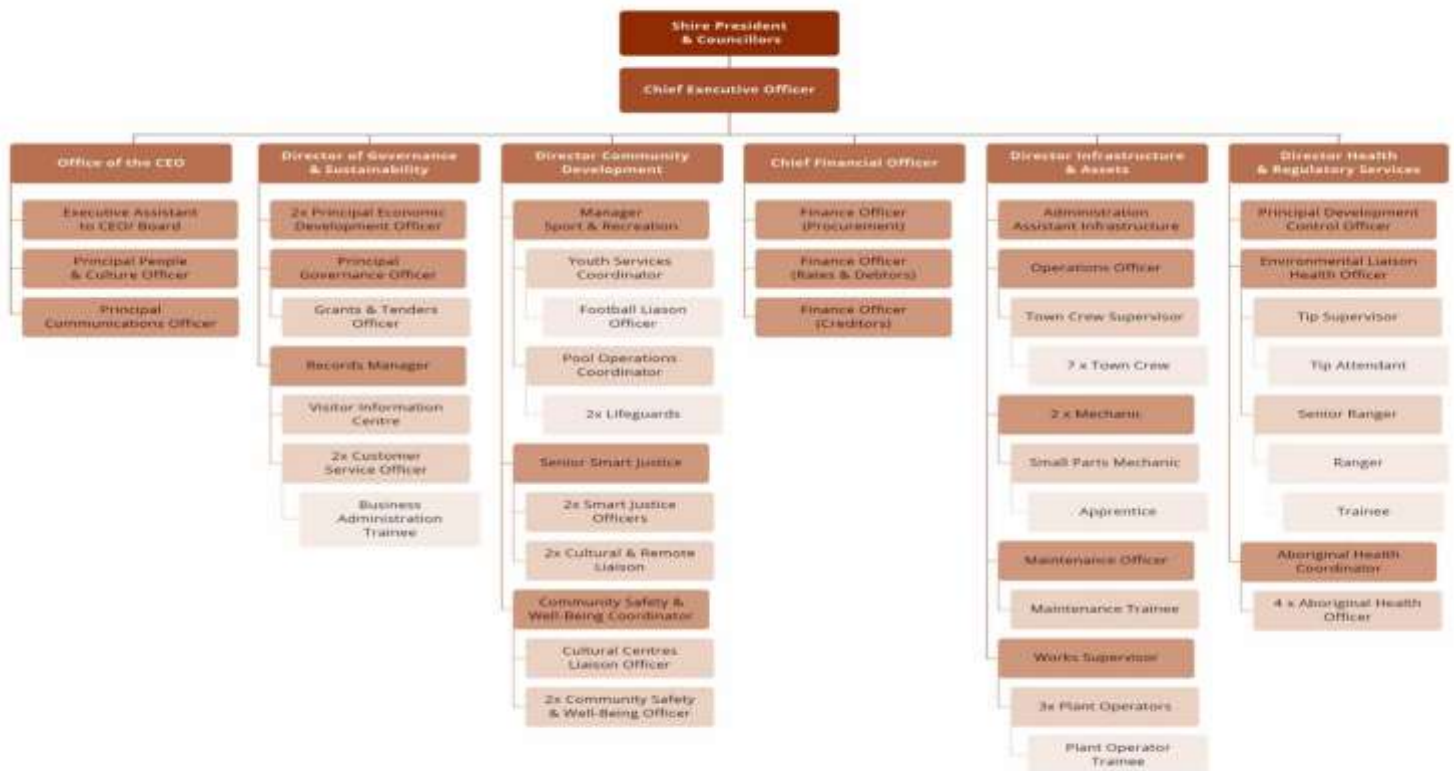
Aspiration	Benefits
Community involvement	Values the contributions of all employees and creates opportunities for active participation in workplace initiatives, planning, and decision-making. Encourages engagement across all levels and promotes collaboration to strengthen both the organisation and its connection to the community.
Respect for, and engagement with the traditional owners of the land.	Recognises and respects the Traditional Owners of the land on which we work. Ensures that workplace practices, engagement, and organisational development are culturally responsive, inclusive, and guided by Aboriginal voices. Promotes meaningful consultation, employment pathways, and capacity-building initiatives that strengthen partnerships with Indigenous communities.
Social inclusiveness	Promotes an inclusive and respectful workplace that values diversity, supports equal opportunity, and responds to the needs of individuals and groups experiencing disadvantage. Actively works to strengthen organisational culture and foster a sense of belonging for all employees.
Positive Mindset	Fosters Encourages a workplace culture that embraces change with optimism, demonstrates proactive 'can do' behaviours, and fosters resilience. Promotes hopefulness, innovation, and the belief that employees and teams are active contributors in shaping the organisation's success and future direction.

Principal People and Culture Officer

Position Description

Access and Equity	Ensures all employees have fair and equitable access to opportunities for employment, professional development, training, wellbeing initiatives, and workplace facilities. Promotes inclusive practices that support a diverse workforce and fosters a safe, respectful, and supportive organisational culture.
Celebration	Fosters a positive workplace culture by recognising and celebrating the diversity, heritage, cultures, and achievements of staff and the community. Encourages pride in the organisation and creates opportunities for shared celebration through events, milestones, and recognition initiatives.

Our structure



Your role

The Principal People and Culture Officer provides strategic and operational leadership of human resource management across the organisation. This role delivers high-level advice and support to executive leadership and managers on the full range of people and culture matters. This position is accountable for fostering a culture of collaboration, capability, and compliance, ensuring human resources (HR) practices are modern, inclusive, and aligned with the Shire's workforce needs and strategic direction.

Principal People and Culture Officer

Position Description

Activities	Responsibilities
Plan	1. Lead the development, implementation, monitoring and evaluation of human resources frameworks, WHS policies, and plans that align with the Shire's strategic objectives. These include but are not limited to Shire of Halls Creek Workforce Capability, Framework, Workforce Development and Training Strategy, Traineeship Strategy, Aboriginal Employment Strategy, Induction Handbook, Employee Manual 2. Identify emerging workforce and safety risks through consultation, workforce planning, audits, and analysis of HR/WHS data. 3. Contribute to organisational and risk management planning by providing expert HR and WHS insights and solutions. 4. Plan and coordinate staff engagement and wellbeing initiatives such as staff BBQs, recognition events, social activities, and wellbeing programs to support a positive organisational culture. 5. Coordinate the Health and Safety Committee and requirements under the <i>WHS Act 2020</i>.
Develop and Implement	6. Oversee the delivery of HR and WHS policies, procedures, and programs that are legally compliant and reflect best practice. 7. Oversee end-to-end recruitment, onboarding, and offboarding processes. 8. Administer employment contracts, award interpretation, and salary benchmarking. 9. Lead initiatives that enhance recruitment, onboarding, performance management, learning and development, wellbeing, and workplace safety. 10. Implement diversity, equity, inclusion, and WHS initiatives to foster a safe, respectful, and supportive workplace. 11. Ensure consistent and fair application of the Local Government Officers' Award, Municipal Employees Award, Fair Work Act, WHS legislation, and other relevant compliance requirements. 12. Ensure initiatives are culturally responsive, inclusive, and accessible. 13. Investigate staff related grievances and internal complaints in consultation and collaboration with line managers and CEO. 14. Manage internal incident and hazard reporting
Evaluate, Report and Record	15. Maintain accurate employee and safety records, ensuring compliance with statutory and reporting requirements. 16. Provide regular workforce and WHS reports to the CEO, Executive Leadership, and Council. 17. Identify opportunities for continuous improvement in HR, WHS, and staff engagement initiative 18. Respond to data surveys including public sector commission integrity survey and HR minimum obligatory information requirements,
Promote	19. Foster a culture of safety, collaboration, accountability, and respect across the organisation. 20. Promote Shire values by role modelling people-first and safety-first leadership practices.

Principal People and Culture Officer

Position Description

	21. Position the Shire as an employer of choice through innovative people, wellbeing, and WHS initiatives. 22. Build positive relationships with staff, unions, regulators, and external stakeholders.
Advise and Advocate	23. Provide advice to management on emerging issues, risks, and opportunities. 24. Provide expert advice to the CEO, Executive Leadership, and managers on all HR, WHS, and employee relations matters. 25. Advocate for resources, training, and initiatives required to strengthen workforce capability, wellbeing, safety, and professional development opportunities. 26. Represent the Shire in HR/WHS forums, networks, and compliance audits. 27. Coach and support managers to effectively lead teams, manage performance, and ensure safe systems of work. 28. Champion continuous learning by identifying and promoting professional development pathways for staff at all levels

Mandatory requirements

Demonstrated Experience	• Proven experience in leading and delivering human resources and people & culture functions at a senior level within a complex organisation, preferably local government or the public sector. • Demonstrated experience in developing and implementing HR and WHS strategies, frameworks, and programs. • Experience in providing high-level advice to executive leadership and Council on HR, WHS, and employee relations matters. • Demonstrated success in leading organisational change, workforce planning, and culture-building initiatives. • Proven ability to supervise, mentor, and develop staff within a people and culture team. • Experience in managing complex employee relations matters, including investigations, grievances, and performance management.
Skills	• Strong leadership and interpersonal skills with the ability to influence and build trust across all levels of the organisation. • Exceptional written and verbal communication skills, including the ability to prepare reports, policies, and presentations for Executive and Council. • High-level problem-solving and conflict resolution skills. • Strong organisational and project management skills, with the ability to manage competing priorities. • Ability to build effective relationships with internal and external stakeholders, including staff, unions, regulatory bodies, and community representatives.
Role Specific Requirements	• Qualifications in Human Resources, Business Management, Industrial Relations, or a related field; or extensive experience in a senior HR role.

Principal People and Culture Officer

Position Description

	- Comprehensive knowledge of the Local Government Officers' (WA) Award, Municipal Employees (WA) Award the Fair Work Act 2009, and relevant WHS legislation. - Understanding of contemporary HR practices, workforce planning, diversity and inclusion, and organisational development. - Commitment to fostering a safe, inclusive, and culturally respectful workplace, with specific awareness of Aboriginal cultural contexts. - Current C Class Driver's Licence. - A hybrid work model may be considered for the right candidate, subject to operational requirements and demonstrated performance.
Qualifications	- Proof of qualifications and registrations will be required prior to appointment. If your qualification/s are not from an Australian educational institution you may need to get formal recognition of equivalency prior to applying. - Diploma of Human Resource Management as a minimum requirement
Licenses	Proof of licences will be required prior to appointment. If your licences are not from an Australian educational institution you may need to get formal recognition of equivalency prior to applying.
Pre-employment Medical & Drug Test	It is a requirement for all employees of the Shire to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, which will include a drug test.
National Criminal Clearance	It is a requirement for all employees of the Shire to provide a National Police Clearance and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.
Working with Children Clearance	This position requires the occupant to hold, and maintain during employment, a valid Working with Children Check (WWCC) or equivalent clearance as required under the relevant state or territory legislation. The successful applicant must: - provide evidence of a current WWCC prior to commencement or provide a valid application receipt of lodgement of WWCC - maintain the clearance for the duration of their employment - immediately notify the Shire if the clearance is suspended, cancelled, or subject to review.
Compliance and Work Health & Safety (WHS)	All employees of the Shire are required to comply with statutory, regulatory and organisational obligations, including but not limited to: - comply with all Work Health and Safety legislation, regulations, codes of practice, and the Shire's WHS policies and procedures. - participate in safety training, consultation, and risk management processes. - use personal protective equipment (PPE) and safety equipment as required.

Principal People and Culture Officer

Position Description

- carry out duties in compliance with the *Local Government Act 1995*, associated regulations, and Council policies.
comply with all relevant legislation, awards, industrial instruments, policies, and procedures applicable to the role.

Corporate requirements

- Comply with the Shire of Halls Creek Code of Conduct
- Commit to equity, diversity, and inclusion, with cultural awareness and respect for Aboriginal heritage and community priorities.
- Participate in staff performance and career development program.
- Commit to the wellbeing, health and safety of everyone.

Tools of trade

Please select the items that are required by the officer to do their job:

- ☒ Laptop ☒ Mobile Phone
☒ Use of Shire pool vehicle for business use only

Authorisation

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

Signed.....

Date.....

Susan Leonard
Chief Executive Officer

I have read, understood, and agree to the requirements and responsibilities outlined in this Position Description.

Signed.....

Date.....

Employee