

**Position Description**

<b>POSITION TITLE:</b> Team Leader People	<b>REPORTS TO:</b> Senior Manager People, Safety and Wellbeing
<b>Pay Band: Band 5</b>	
<b>ORGANISATIONAL CONTEXT</b>	
<p>Lower Murray Water (LMW) operates along the Murray River, from Kerang to the South Australian border, in the municipalities of Gannawarra, Swan Hill and Mildura. We provide this extensive region with urban water and sewerage treatment, supply and disposal; river quality water for stock and irrigation; and collection and disposal of subsurface irrigation drainage. Our goal is to contribute to the economic, social and cultural development of our region and its many communities with environmentally responsible and sustainable water management.</p>	
<b>PRIMARY OBJECTIVES</b>	
<p>The Team Leader People will manage effective and efficient resourcing and support to the business ensuring the delivery of strategic human resource services to achieve a highly engaged, skilled and diverse workforce. The successful incumbent must be proficient in management of business processes, have strong leadership experience, stakeholder management skills and be able to effectively manage competing priorities.</p> <p>The Team Leader People will work collaborative with the Team Leader Safety and be instrumental in providing key business support services across the Corporation in the achievement of long-term business objectives. Further, the incumbent will monitor and report on compliance with LMW’s Enterprise Agreement, Fair Work Act and the Victorian Public Service Sector, the OHS Act and other relevant legislation.</p> <p>The role is instrumental in creating a human-centered organisational culture within the team and more broadly across the organisation through supporting managers and employees with all facets of performance management, conducting performance reviews and identifying and supporting the development of talent through the delivery of LMW’s People Strategy and Leadership and Talent management Framework</p>	

<b>KEY ACCOUNTABILITIES</b>		
<b>KEY RESULT AREA</b>	<b>MAJOR ACTIVITIES</b>	<b>PERFORMANCE INDICATORS</b>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Leading the People team towards the achievement of operational and strategic objectives</li> <li>• Developing and implementing strategies</li> <li>• Staff engagement projects to develop a safe, diverse and high performing, customer-focused and human centered organisational culture</li> <li>• Coordinating and supporting recruitment process</li> <li>• Coaching and development of organisational leaders</li> <li>• Provide relevant and current industrial relations advice</li> <li>• Diversity and inclusion strategies and initiatives</li> <li>• Induction of staff and other stakeholders</li> <li>• Performance management and review framework</li> <li>• Attraction and retention systems</li> <li>• Workforce planning, succession planning, and career progression</li> <li>• Identify, assess and manage emerging and current strategic and operational HR risks</li> <li>• Promotion of a culture that encourages risk discussions by integrating Risk Management into normal business practices</li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to the development of People, Safety and Wellbeing team strategies including achievable and realistic quantitative /qualitive metrics</li> <li>• Develop and facilitate staff engagement sessions to support Initiatives with the People Strategy</li> <li>• Provide advice and guidance to Managers and employees to ensure compliance with the relevant industrial instruments, Fair Work Act and Victorian Public Sector Commission employment and behaviour standards</li> <li>• Diversity strategies and initiatives positively contribute to the achievement of a diverse workforce and compliance with obligations under the Gender Equality Act</li> <li>• Delivery and continuous improvement of a comprehensive induction program that communicates the values and strategic direction of the organisation and meets the needs of new employees</li> <li>• A performance management framework is implemented and maintained to provide guidance to staff related matters from promotion to disciplinary matters</li> <li>• Attracting and retaining employees through good recruitment and onboarding processes</li> <li>• Implement strategies that allow for increased organisational capability, including consideration of barriers to employment</li> </ul>

**KEY ACCOUNTABILITIES**

<b>KEY RESULT AREA</b>	<b>MAJOR ACTIVITIES</b>	<b>PERFORMANCE INDICATORS</b>
		<ul style="list-style-type: none"> <li>• Support the development of an employment brand which attracts and retains a high performing workforce</li> <li>• HR risks are assessed and listed on the risk register and appropriate actions are taken to manage the risks and evaluate the effectiveness of remedial action.</li> </ul>
<b>Customer</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Management Team</li> <li>• Team Leaders</li> <li>• Team members</li> <li>• All staff</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Consultants and contractors</li> <li>• Union representatives</li> <li>• Department of Energy, Environment and Climate Action</li> <li>• Employer representative organisations</li> <li>• Victorian Public Sector Commission and the Commission for Gender Equality in the Public Sector</li> <li>• Fair Work Commission</li> <li>• Employment providers</li> <li>• Water industry bodies</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated strong professional relationships with internal customers as evidenced by feedback received from all levels of the organisation</li> <li>• Completion of annual succession plans and individual performance and development plans in accordance with LMW's Leadership and Talent Management Framework</li> <li>• Support Leaders and staff to ensure all training and professional development is linked to organisational needs, aligned to performance and development plans, business planning processes and strategic priorities.</li> <li>• Provide feedback to all key stakeholders to foster a constructive and high-performance culture</li> <li>• Participate in the development of the broader workforce through effective assessment of individual and team capabilities and career progression opportunities</li> <li>• Represent and advocate for LMW professionally and positively in a variety of forums</li> </ul>

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<b>KEY RESULT AREA</b>	<b>MAJOR ACTIVITIES</b>	<b>PERFORMANCE INDICATORS</b>
<b>Safety</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with the Team Leader Safety to provide advice and support to all staff on OHS:               <ul style="list-style-type: none"> <li>○ Procedures and policy</li> <li>○ Return to Work planning</li> <li>○ Workplace coaching</li> </ul> </li> <li>• Ensure a 'safety first' culture is developed in partnership with all staff</li> <li>• Ensure that LMW provides a safe workplace that is free of harm from all forms of bullying, harassment and discrimination</li> <li>• Hybrid Work Arrangements</li> <li>• Participate in organisational surveys to measure the Safety culture and employee engagement levels of the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Contribution to the ongoing management of an OHS risk register</li> <li>• Effective management of Return to Work activities</li> <li>• Improvement in Employee engagement and safety culture survey results is achieved through the effective implementation of recommended actions</li> <li>• LMW provides a psychologically safe workplace</li> <li>• Provide advice and guidance to leaders and employees regarding risks and opportunities of hybrid work arrangements in line with LMW's Hybrid Work Arrangement Policy</li> <li>• Actively engaging in activities that improve staff members health and wellbeing</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Contribute to LMW providing an environmentally friendly workplace.</li> <li>• Demonstrate and comply with the General Environmental Duty (GED) in accordance with Part 3.2 of the EPA Act 2017 by integrating risk management into normal business practice.</li> <li>• Compliance with EPA Act 2017, LMW policies and procedures as required to support best practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimizing the risk of harm to human health or the environment from pollution or waste by minimising those risk, so far as reasonably practicable / resources and delegation.</li> <li>• Use and maintenance of plant, equipment, processes and systems in a manner that minimises risks from pollution and waste.</li> <li>• Use and maintenance of risk management systems.</li> <li>• The handling, storage and transportation of substances in a manner that minimises risk.</li> <li>• Completion of training and transfer of knowledge relevant to upholding the General Environmental Duty.</li> </ul>

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<b>Efficiency</b>	<ul style="list-style-type: none"> <li>• Workforce data reporting, interpretation and response development</li> <li>• Develop frameworks, policies and procedures as relevant to the People function</li> <li>• Proactive identification of strategic and operational workforce issues and opportunities.</li> <li>• Maintain employment contracts and salary remuneration structures</li> <li>• Ongoing management and negotiation of enterprise agreements.</li> <li>• Identify and implement innovations and efficiencies in across the People, Safety and Wellbeing team</li> <li>• Internal auditing program to confirm compliance with People function polices and procedures and demonstrate strong Governance and Industrial compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to the preparation of accurate and timely reporting of workforce data to the Board, Executive Leadership Team (ELT) and the Senior Leadership Team (SLT) as required</li> <li>• User-friendly and fit for purpose processes and procedures are developed in consultation with the broader organisation</li> <li>• Evaluation and monitoring of new frameworks, policies, procedures and programs to confirm value to business and contribution to achievement of strategic priorities</li> <li>• Evidence based HR principles are used to demonstrate effectiveness of HR functions</li> <li>• Competitive remuneration structures are developed, implemented and reviewed through benchmarking that demonstrates compliance with the relevant industrial instrument and responds to market movements</li> <li>• Enterprise agreements are negotiated with relevant internal and external stakeholders collaboratively per the Fair Work Act and IRV and DEECA Wage Policy</li> <li>• Efficiencies and innovations that increase inter and intra team workflows are identified, implemented and reviewed regularly.</li> <li>• Internal audit programs are effectively implemented on at least a quarterly basis and report finding provided to ELT for action and closeout</li> <li>• Efficiencies and innovations that improve cost effectiveness and or customer service delivery are</li> </ul>

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		identified, implemented and reviewed per organisational requirements
<b>Capital</b>	<ul style="list-style-type: none"> <li>Effective Workforce utilisation of human resources to support all business operations and major project delivery</li> </ul>	<ul style="list-style-type: none"> <li>Support the effective resourcing and management of the capital works program</li> <li>Support the effective resourcing of pricing submission development</li> <li>Support the effective resourcing and management of water plan implementation</li> <li>Manage relevant People Team procurement requirements according to applicable policies and procedures.</li> </ul>

<b>LEVEL OF AUTHORITY</b>
Delegation Category <b>E</b> as per the current Instrument of Delegation.
<b>NUMBER OF REPORTS</b>
Direct Reports: <ul style="list-style-type: none"> <li>• HR Generalist</li> <li>• HR Officer</li> <li>• Diversity and Inclusion Officer</li> <li>• HR Business Partner (limited tenure)</li> </ul> Indirect Reports: Nil
<b>SKILLS AND BACKGROUND REQUIREMENTS</b>
<p><b>Formal qualifications:</b></p> <ul style="list-style-type: none"> <li>• Desirable - Formal qualifications in Human Resources, OHS Management or similar in line with the position scope.</li> <li>• Desirable - Certified Practitioner in Human Resources or similar industry qualification and current membership of the Australian Human Resources Institute</li> </ul> <p><b>Leadership:</b></p> <ul style="list-style-type: none"> <li>• Previous demonstrated experience managing a diverse team in the provision of a people centered organisation.</li> <li>• Demonstrated knowledge of contemporary HR practices and prior experience managing and leading a team effectively.</li> <li>• Strong verbal and written communication skills with a high level of attention to detail, accuracy and confidentiality.</li> </ul> <p><b>Customer:</b></p> <ul style="list-style-type: none"> <li>• Experience and knowledge in managing internal and external stakeholder relationships across a diverse organisation.</li> <li>• Experience in working across and demonstrating strong professional relationships at all levels of an organisation.</li> <li>• Demonstrated ability to serve as a knowledgeable resource and advisor to all levels of an organisation</li> </ul> <p><b>Safety:</b></p> <ul style="list-style-type: none"> <li>• Experience in the development and implementation of strategies to support the achievement of a safe, diverse and high performing, human-centered organisational culture</li> </ul>

**Environment:**

- A commitment to operating and developing business solutions that have a positive or neutral impact on the environment.

**Efficiency:**

- An understanding of effective workforce strategies and the ability to implement such strategies.
- Demonstrated understanding of contemporary HR issues and a working knowledge of various employment laws and practices.
- Experience in developing and producing reports and data analyses.

**Capital:**

- Knowledge of contractor and consultant management and the associated standards required.

**Compliance Requirements:**

- Compliance with criminal background checks.
- Confirmation of fitness for work.

**SIGNATURES:** We certify that the content of this position description is accurate:

Position holder:

Date:

Signature:

General Manager:

Date:

Signature:

Managing Director:

Date:

Signature: