

POSITION DESCRIPTION

POSITION	Manager People and Safety
SECTION / WORK UNIT	Geelong Regional Library Corporation
LOCATION	Regional Library Support Centre, Level 4, Geelong Library and Heritage Centre
AWARD CLASSIFICATION	Band 7
HOURS OF DUTY	Full time (4 days/week available)
CONDITIONS OF EMPLOYMENT	Geelong Regional Library Enterprise Agreement (2017) and its successors
REPORTS TO	Executive Manager Organisational Performance and Development
OCCUPANT	To be left blank until filled
APPROVED BY	Executive Manager Organisational Performance and Development
DATE	July 2021

GEELONG REGIONAL LIBRARY CORPORATION

Established in 1997, the Geelong Regional Library Corporation (GRLC) is a consistently-recognised industry leader in Victoria. We take our mission of a thriving regional community to heart and are an exemplary library service that creates opportunities for our community to read, learn, work and connect with each other and the world.

Not only are we the custodians and distributors of accumulated knowledge and resources, we lead the way in technology and innovation to ensure inclusive access where we can all be enriched and inspired.

We create safe spaces for all individuals and have a rich calendar of learning and cultural programs through our network which consists of the Geelong Library & Heritage Centre, 18 community branches and three mobiles libraries across five local government areas.

We deliver on our important community responsibilities and are proud of our strong and established relationships based on respect, care and kindness.

POSITION OBJECTIVES

The GRLC is going through an exciting transformation with a strong focus on culture and wellbeing. This role is instrumental in continuing to embed best practice in everything we do, develop leadership skills and empower all staff towards a safe and high-performing environment.

- Lead the human resources, health safety and wellbeing and administration functions at GRLC and ensure they are best practice.
- Nurture a culture of safety and feedback.
- Contribute to a high performing organisation by upskilling and coaching leaders and employees.
- Ensure that all practices reflect our respect, care and community values.

- As part of the Senior Leadership Team, engage with colleagues, stakeholders and all staff to identify, plan and implement successful workforce strategies.

ROLE RESPONSIBILITIES

1. People

- Working closely with the Coordinator, People, lead all existing HR functions including recruitment and selection, ER/IR, annual discussion, training and development, business partnering with the support of the Coordinator, People, in addition to scoping organisational development opportunities
- Drive prioritisation and actions from the Library Plan, staff survey 2021 in collaboration with the leadership team and lead the implementation
- Develop a strategic approach to inform decision making to maximise opportunities for the organisation
- Review all processes and practices to ensure these support a diverse, flexible and healthy workplace
- Implement a strong framework for all compliance and professional development training and opportunities
- Develop leadership and overall capabilities across the organisation
- Lead the annual discussion process
- Responsible for the coordination of the Staff Consultative Committee (SCC) and attend as the HR representative

2. Health Safety and Wellbeing

- Working closely with the Coordinator, HSW , lead all aspects of the health safety and wellbeing at the GRLC and implement an HSW framework that is fit for purpose
- Develop a safety culture based on wellbeing, feedback and accountability
- Drive prioritisation and actions from our incident management platform SolvSafety, the HSW action list and HSW initiatives identified or required
- Take ownership of HSW organisation-wide response such as Covid-19 related follow-up, in partnership with key stakeholders
- Chair the HSW Committee, liaise with key stakeholders and ensure this is valuable, outcome driven and an accountable forum

3. Administration

- Lead the Administration Officers team, ensuring processes are up to date and meeting the needs of the organisation
- Act as a conduit for any request for support from other teams
- Roll out a framework to ensure policies are up-to-date with appropriate business

ownership

4. Strategic projects and relationships

- Lead the delivery of key strategic projects such as the Diversity and Inclusion Plan
- Develop key relationships within the Cultural Precinct and our Member Councils to maximise resources and expertise

5. Leadership and continuous development

- Lead by example and coach all direct reports to become the best version of themselves
- Promote a safe environment and a culture of feedback which helps identify opportunities to deliver our services better
- Promote health, safety and wellbeing with self and others
- Instil a culture of continuous improvement and feedback so we constantly look at how best we serve our internal customers

CLASSIFICATION DEFINITIONS

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Decisions and actions taken in this role may have a potential impact on the community and on the public perception of the wider organisation
- The position will represent the organisation at external forums and meetings including other levels of government, agencies and organisations
- This position will have input into policy development within their area of expertise and/or management
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures
- Good stakeholder relationships which recognise varying input, interest levels and decision-making status.

JUDGEMENT AND DECISION MAKING

- Excellent negotiation and influencing skills with integrity, maturity, discretion and judgement as required in a complex administrative and political environment.
- Contribute to developing policies and processes.
- Ability to identify opportunities for improvement through new policies, procedures and processes and to actively promote these within the team.

SPECIALIST SKILLS AND KNOWLEDGE

- Demonstrated understanding and application of the legislative and regulatory frameworks under which the Corporation functions.

- Understanding of the long-term goals of the GRLC and community, their values and aspirations
- Understanding of the legal and political context in which the GRLC operates
- Ability to translate strategy into actionable plans, reports and recommendations
- High level analytical and investigative skills
- Knowledge of project management principles
- Strong stakeholder engagement skills.

MANAGEMENT SKILLS

- Demonstrated ability to organise work so as to achieve objectives in the most efficient way possible within the resources available and within a set timetable, despite conflicting pressures.
- Responsibility to initiate and implement a positive response to changes in the work environment and / or parameters of a specific project.
- Ability to develop and maintain good working relationships with stakeholders across the organisation.
- Ability to adapt to changing priorities and show initiative.
- Provide values-based leadership in line with the desired organisational culture.
- An understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes.

INTERPERSONAL SKILLS

- Ability to develop high level and effective relationships and generate trust with staff across the organisation while remaining objective
- Ability to work effectively as part of a dynamic team
- The capacity to gain cooperation from teams to participate and achieve desired corporate outcomes / objectives (external and internal)
- To contribute to a cooperative and healthy performance-centred work environment.
- Excellent negotiation, influencing and persuasion skills with maturity, discretion, integrity and judgement as required in a complex administrative and political environment.

KEY SELECTION CRITERIA

- Successful experience working in a modern and inclusive community-oriented workplace leading both contemporary HR and OHS practices
- Degree in Human Resources, OHS, Business or related
- Ability to manage change successfully for a dispersed workforce working across several sites

- Ability to drive results with constrained resources
- Strong experience in delivering outcomes and embedding strategy into operations
- Strong ability to collaborate and partner at all levels of the organisation
- Strong commitment to Public Libraries and delivering excellent services to communities
- Proven leadership and value-based management abilities with strong coaching skills and a constructive approach

ORGANISATIONAL RESPONSIBILITIES

1. Library Plan

- Contribute to the achievement of the vision, mission and goals through the strategies and actions articulated in the Library Plan.
- Adopt and model GRLC's values embodied in the service principles articulated in the Library Plan
- Intellectual freedom
- Equity and access
- Community focus and engagement
- Innovation
- Collaboration
- Workforce support and development
- Integrity and service excellence
- Good governance.

2. Occupational Health & Safety

- Adhere to all Occupational Health and Safety policies and procedures including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions in our workplace.

3. Culture

- Contribute to a more flexible, resilient and proactive culture by participating in organisational teams including the Strategic Leadership Group and the Library Services Team.
- Practice and promote EEO principles by treating fellow staff fairly and equitably and without discrimination and harassment
- Promote a positive image of the library to the community through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner
- Ensure awareness and adherence to all Geelong Regional Library Corporation policies and procedures.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Executive Manager, Organisational Performance and Development
Directly supervises:	Coordinator People Coordinator HSW Administration Officers, Administration Trainee

Internal Liaisons:	All staff Strategic Leadership team Executive team
External Liaisons:	Geelong Region Stakeholders

OTHER RELEVANT INFORMATION

- The Manager People and Safety position is classified as a Band 7 within the Geelong Regional Library Corporation Enterprise Agreement 2017 and the salary is currently \$92,138 to \$102,340 pro rata plus superannuation.
- Vision Super scheme is the default fund as determined in this agreement. Annual, sick and long service leave accruals will apply pursuant to the Agreement.
- GRLC is a child safe and child friendly organisation committed to ensuring that all children who visit our libraries have the right to feel and be safe. Appointments to positions are subject to successful applicants providing positive Working with Children and Police checks.
- GRLC values equal opportunity and strives to create an inclusive and welcoming work environment that represents the diverse community we service. Applicants from Aboriginal and Torres Strait Islander people are encouraged to apply.
- We encourage expressions of interest and applications from people with a lived experience of disability, or long term illness or injury and people of all abilities, cultures, age, sex and gender.
- A six month probation period applies.

APPLICATION PROCESS

Applications including a covering letter, curriculum vitae, statement addressing the key selection criteria and two professional referees should be forwarded by email to:

Marie O'Dell at jobs@grlc.vic.gov.au

Enquiries: Marie O'Dell, Executive Manager, Organisational Performance and Development, 0409 431 739

Closing date for applications: COB 24 August 2021