

Position Title:	People and Culture Manager
Reports To:	General Manager People and Sustainability
Location:	Launceston
Instrument:	Water Industry Award 2020
Award Classification:	Level 10
Employment Basis:	Full Time
Hours of Work:	38 hours per week / Monday to Friday, 8.30am to 5.00pm

Organisation

Tasmanian Irrigation Pty Ltd (TI) is the State-owned Company responsible for developing and operating irrigation schemes, typically funded through public / private partnerships. Our difference is that we address water security issues for farmers by providing water at an average reliability of 95% through managing hydrological risks in a variable climate. All irrigation schemes have strong community endorsement and operate collegiately with community representation.

Since Tasmanian Irrigation was established in 2008, the Company has taken over management of a range of inherited assets, including dams, irrigation schemes and river works, constructed 16 new irrigation schemes, and advanced planning on a further six schemes.

By 2030, Tasmanian Irrigation expects to manage a portfolio of irrigation infrastructure valued at more than \$900 million, capable of delivering 236,000 megalitres of water via 1,786km of pipeline, 49 pump stations, 15 dams and three power stations.

Role Purpose

The People and Culture Manager provides strategic and operational leadership across Tasmanian Irrigation's people and culture functions, ensuring workforce strategies, practices and initiatives support the organisation's strategic direction, operational objectives and values. The role leads the development, implementation and continuous improvement of contemporary people and culture frameworks, policies and programs that strengthen organisational capability, workforce sustainability, employee experience and organisational performance.

As a trusted advisor to the Executive Leadership Team and Board, the role provides expert guidance on workforce planning, organisational development, employee and industrial relations, leadership capability, remuneration, governance and organisational change. The position is also responsible for leading the People and Culture function, fostering a collaborative and service-oriented approach, and ensuring the organisation maintains compliant, effective and future-focused people management practices.

Key Responsibilities

Strategic People and Culture Leadership:

- Lead the implementation and ongoing review of Tasmanian Irrigation's People and Culture Strategy to ensure alignment with organisational objectives, workforce requirements and future business needs.
- Provide strategic and practical people advice to the General Manager People & Sustainability, Executive and leaders on workforce, culture, organisational design, change and people risk matters.
- Monitor emerging workforce, industrial relations and legislative trends to inform strategic workforce planning and continuous improvement initiatives.
- Contribute to organisational planning, governance and business improvement initiatives as a trusted people partner to the business.
- Develop and maintain workforce policies, frameworks and initiatives that support organisational capability, employee experience, leadership practice and organisational values.
- Evaluate the effectiveness and relevance of People and Culture strategies, programs and practices, recommending improvements to ensure ongoing organisational fit and effectiveness.

Workforce Relations, Governance and Compliance

- Provide specialist advice and guidance on complex and sensitive employee relations, industrial relations and workplace matters.
- Support organisational compliance with employment legislation, industrial instruments, policies and governance obligations, including the Fair Work Act, Water Industry Award and associated employment frameworks.
- Lead or support workplace investigations, grievance resolution, disciplinary matters and performance management processes in a fair, consistent and risk-based manner.
- Represent the organisation in industrial discussions, negotiations, external forums and tribunals as required.
- Develop, review and maintain contemporary People and Culture policies, procedures and frameworks that support compliance, operational effectiveness and best practice.

Workforce Capability, Culture and Employee Experience

- Lead initiatives that strengthen organisational culture, employee engagement, leadership capability and workforce wellbeing.
- Oversee employee lifecycle programs including attraction, recruitment, onboarding, development, performance, succession planning and separation processes.
- Coordinate learning and development initiatives, including the annual training plan and associated budget management.
- Support leaders to build workforce capability through coaching, guidance and practical people management support.
- Manage employee wellbeing initiatives and support services, including Employee Assistance Program arrangements and broader wellbeing programs.
- Contribute to the development of a positive, inclusive and high-performing workplace culture aligned with organisational values.

Workforce Planning, Remuneration and Organisational Support:

- Provide strategic and operational support to workforce planning, organisational design and change management activities.
- Support remuneration and benefits reviews, including market benchmarking, position evaluation and reward and recognition initiatives.
- Provide advice regarding employment contracts, remuneration arrangements and payroll-related employment conditions to ensure compliance and consistency.
- Coordinate external specialist providers and consultants where required to support recruitment, industrial relations, organisational development and specialist People and Culture initiatives.
- Partner with leaders across the organisation to deliver practical and commercially informed people solutions that support operational outcomes.

Reporting, Systems and Continuous Improvement:

- Develop, analyse and report workforce metrics, trends and insights to support informed decision-making by the Executive Leadership Team and Board.
- Monitor the effectiveness of People and Culture programs, systems and processes, identifying opportunities for improvement and innovation.
- Lead the development, implementation and continuous improvement of People and Culture systems, tools and documentation.
- Ensure accurate, timely and confidential management of employee records, reporting and workforce information.
- Contribute to the ongoing improvement of organisational capability, efficiency and service delivery through contemporary People and Culture practices and technology solutions.

Leadership and Management of the People and Culture Function:

- Lead and manage the People and Culture function, ensuring the delivery of responsive, professional and customer-focused services across the organisation.
- Provide leadership, mentoring, support and development to the People & Culture and Safety Officer to build capability, accountability and service excellence.
- Establish priorities, allocate resources and oversee the effective operation of People and Culture activities, systems and processes.
- Foster a collaborative, values-aligned and psychologically safe team culture that promotes continuous improvement and professional growth.
- Manage the People and Culture budget, operational planning and associated reporting requirements.
- Ensure programs and staff work is undertaken in accordance with TI policies, support the implementation of new policy's as required.
- Undertake any additional duties as assigned by the General Manager People & Sustainability, to support the objectives of the People and Culture team and Tasmanian Irrigation as needed.

Level of Accountability

Performance of the role must be undertaken with the highest of integrity, in accordance with TI's Delegations of Authority, in the context of a government-owned business. This is a strategic and operational leadership role, with broad direction and a high level of professional autonomy direction provided on a day-to-day basis. Guidance and advice are available from the General Manager People & Sustainability and Chief Executive Officer as required.

All tasks must be completed within required timeframes, to a high standard, and in accordance with TI policies and procedures. Actively engaging in reflective practices and receiving feedback is required to promote continuous improvement and to lead individual professional development objectives. This role is accountable for the supervision and performance of direct reports.

Organisational Relationships

Reports to:	General Manager People & Sustainability
Direct Reports:	People & Culture Officer / Safety Officer
Key Internal Relationships:	Chief Executive Officer and members of the Executive Leadership Team, all managers, and staff.
External Relationships:	Legal advisors, external consultants and contractors, service providers (i.e., EAP), Fair Work Commission.
Leadership Teams:	People & Sustainability Division.

Knowledge, Experience & Qualifications

Required:

- Demonstrated experience in a senior People and Culture, Human Resources or Workforce Management role within a complex organisational environment.
- Strong knowledge and practical application of employment legislation, industrial relations frameworks, awards and contemporary People and Culture practices.
- Proven experience providing strategic workforce and organisational advice to senior leaders and supporting organisational change initiatives.
- Demonstrated capability in managing complex employee relations, performance management, workplace investigations and sensitive people matters.
- Highly developed communication, influencing and relationship management skills, with the ability to build credibility across all levels of an organisation.
- Experience developing and implementing People and Culture strategies, policies, programs and workforce initiatives.

Desired:

- Tertiary qualification in Human Resources, Industrial Relations, Business, Management or a related discipline.
- Experience within a government business enterprise, public sector or regulated operational environment.
- Knowledge of the Water Industry Award, Fair Work framework and contemporary governance obligations relevant to government-owned organisations.
- Experience in organisational design, workforce planning and cultural transformation initiatives.
- Experience preparing workforce reporting, people analytics and Board or Executive-level reporting.
- Experience implementing or managing HR information systems and workforce technology solutions.
- Membership or eligibility for membership with a recognised Human Resources professional body (e.g. AHRI).

Respectful and Safe Workplace

Employees are expected to contribute to a workplace culture that is safe, respectful, and inclusive. This involves modelling behaviours that reflect TI's values, complying with and promoting safety procedures, and taking shared responsibility for identifying and managing risks to health, safety, and wellbeing, including psychosocial hazards. Employees are to encourage open communication, treat mistakes and near misses as opportunities for improvement, and support mental health and wellbeing initiatives.

Equally, employees must foster a respectful environment by demonstrating professional conduct, valuing diversity of thought, and ensuring interactions are free from bullying, harassment, discrimination, sexual harassment, sex-based harassment, victimisation, or occupational violence. All employees are required to take appropriate action to uphold TI's zero-tolerance approach to behaviours that compromise a safe and respectful workplace.

In accordance with its Recruitment Policy, Tasmanian Irrigation is committed to selection procedures based on merit, qualifications, experience and which are aligned to the key selection criteria of the role. As such, applications for this role should address the Key Selection Criteria below in order to demonstrate their ability to fulfil the key duties and responsibilities outlined.

Key Selection Criteria:

1. Demonstrated ability to provide strategic People and Culture leadership and advice that supports organisational objectives, workforce capability and business performance.
2. Proven experience leading and managing complex employee and industrial relations matters, including the interpretation and application of employment legislation, awards, policies and procedures.
3. Demonstrated success in developing, implementing and continuously improving People and Culture strategies, programs and initiatives within a contemporary organisational environment.
4. Highly developed interpersonal, communication and stakeholder engagement skills, including the ability to influence, coach and build trusted relationships across all organisational levels.
5. Demonstrated capability in leading organisational change, workforce planning and culture and capability initiatives within a complex operational environment.
6. Proven ability to lead and manage People and Culture operations, including prioritisation, reporting, governance, systems improvement and the delivery of high-quality customer-focused services.