

Position Description

Port of Portland

People and Culture Manager

September 2024

This document is subject to review from time to time

Section A

Position: People and Culture Manager

Reports to: CEO

Location: Port of Portland

Section B

Position Objective: The People and Culture Manager is responsible for leading and directing the day-to-day HR operations at Port of Portland, including employee relations, talent management, performance management, training and development, culture initiatives and compliance.

This role focuses on developing a strong organisational culture, driving employee engagement, and ensuring alignment between people strategies and the organisation objectives. It requires a strong commitment to diversity and inclusion and ensuring that HR policies and procedures align with strategic objectives and legal requirements.

The People and Culture Manager role is an important leadership position within our management team.

Nature and Scope: Port of Portland is a strategic deepwater Port operating in south-west Victoria.

The Port is owned by Palisade Ports Pty Ltd, an investment managed by Palisade Investment Partners.

Functional Relationships:

Internally

- CEO
- Board of Directors
- Management Team
- Union Delegates / HSR's
- All staff

Externally

- Tenants
- Port Users
- Regulators and Government Agencies
- Contractors
- EAP and training providers

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Review Date

Signed: Employee

Signed: Manager

Section C – Key Tasks and Specific Accountabilities

The People and Culture Manager is responsible for the following:

1. Organisational Development

- (a) Build a shared understanding and ownership of the organisation's vision, values, strategies, employee value proposition and desired culture.
- (b) Develop and implement human resource plans, policies, systems in compliance with relevant legislation.
- (c) Provide guidance, challenge and input on business structures, workforce planning, succession planning and change management.
- (d) Promote and drive diversity, equity, inclusion and wellbeing initiatives within the workplace.
- (e) Promote the organisation as an employer of choice through strategic community engagement initiatives and partnerships.

2. Talent Management

- (a) Develop and implement a talent management strategy, including recruitment, retention, performance management, and succession planning.
- (b) Lead the recruitment, selection and onboarding process including the development of templates and resources.
- (c) Review and revise job descriptions to reflect organisational needs, competencies, and provide clarity in responsibilities and expectations.
- (d) Develop and manage work experience programs, internships, and traineeships to attract emerging talent.
- (e) Manage systems to ensure performance reviews and KPI's are completed in a timely manner and support Managers to develop succession planning and career development strategies.
- (f) Manage the return-to-work process, developing and implementing flexible return-to-work plans including reasonable accommodations.
- (g) Lead employee engagement strategies, including surveys, feedback, and action planning.

3. Learning and Development

- (a) Develop and execute a learning and development strategy to address training, competency and familiarisation needs and leadership development.
- (b) Deliver learning and development strategies to the organisation.
- (c) Facilitate and deliver internal training sessions on targeted people and culture related topics/initiatives.

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4. Compliance

- (a) Support the organisation to ensure compliance with Enterprise Agreements, Awards, relevant legislation, and ethical standards.
- (b) Make recommendations about employee relations matters including disciplinary processes, bullying, equal opportunity, Enterprise Agreement and/or Modern Award interpretations and terminations.
- (c) Serve as the primary point of contact for employee relations issues, providing guidance and support to managers and employees and oversee workplace investigations and performance management.

Section D – Person Specification

Qualifications

- Tertiary qualification in Human Resources Management or related discipline, or equivalent experience.
- Previous experience in a human resources or management role is advantageous but not mandatory.
- Strong knowledge of relevant legislation, Australian Standards and Codes of Practice, Awards and Enterprise Agreements.

Skills and Knowledge

- Demonstrated ability to develop and implement contemporary HR policies, procedures and Human Resources Systems.
- Experience in supporting organisational change management processes.
- Proven ability to manage complex employee relations matters, including complaints, grievances and disciplinary issues with professionalism and fairness.
- Excellent written and verbal communication skills, including proficiency in report writing, preparing correspondence, and delivering training and presentations.
- Ability to think critically and anticipate issues, proactively suggesting long-term solutions.
- Strong interpersonal skills, with the ability to resolve conflicts, motivate others, and provide basic counselling and support to employees.
- Ability to deliver training, build capacity and improve team performance through learning and development initiatives.

Personal Attributes

- Commitment to lead, motivate and develop employees and promote an inclusive, respectful and collaborative team environment.
- Advocate for continuous improvement, with a focus on innovation and excellence in HR practices.
- High emotional intelligence, with the capability to handle sensitive and confidential matters with discretion.
- Strong analytical and problem-solving skills, with a strategic mindset and ability to balance day-to-day operations with long-term strategies.

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