



Shire of  
**Bridgetown-Greenbushes**  
*The heart and soul of the South West*

# **RECRUITMENT INFORMATION PACKAGE**

**Manager People & Culture**

**FIXED TERM CONTRACT – 10 MONTHS**

Applications will be accepted until Close of Business on **Monday 6<sup>th</sup> July 2026**.

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Careers on (08) 9761 0807 or via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au).

# VACANCY

## Manager People & Culture

### FULL TIME

### Fixed Term Contract – 10 Months

The Shire of Bridgetown is seeking an experienced and dynamic people leader to join our organisation as Manager People & Culture on a fixed-term maternity leave contract.

This is an exciting opportunity to play a key leadership role within the Shire, shaping and delivering strategic people initiatives that support a positive workplace culture and a high-performing organisation. Reporting directly to the Chief Executive Officer, you will lead all aspects of human resource management, workforce planning, employee relations, organisational development, recruitment, and workplace wellbeing.

Located in the heart of the Southwest, the Shire of Bridgetown offers a unique lifestyle and a collaborative working environment where your expertise and leadership will make a meaningful contribution to our organisation and community.

If you are a proactive HR professional with strong leadership skills, a strategic mindset, and a passion for people and culture, we encourage you to apply.

#### Why Join Us?

The Shire of Bridgetown-Greenbushes values innovation, collaboration and community.

As part of our team, you'll benefit from:

- A monthly RDO
- 50% membership discount at the Bridgetown Leisure Centre
- 12% Superannuation plus 3% when an employee contributes 5%
- Working from home options available for the right candidate

At the Shire of Bridgetown-Greenbushes, we live our values:

- Welcoming – We foster inclusion and approachability
- Community Minded – We work collaboratively with and for our people
- Creative – We seek better ways through innovation
- Sustainable – We consider the future in every decision
- Cost-Effective & Accountable – We ensure value for our community

Applicants need to provide a resume and cover letter addressing the Selection Criteria in the Information Package.

For further information on this position, contact Careers on 08 9761 0807.

Applications close on Monday 6<sup>th</sup> July 2026.

## POSITION DESCRIPTION

**1. POSITION TITLE:** Manager People & Culture

**2. DEPARTMENT:** Office of the CEO

### 3. AWARD COVERAGE AND CONDITIONS

Negotiated salary in accordance with the provisions of clause 13.6 of the *Local Government Officers' (WA) Award 2021* and the applicable *Shire of Bridgetown–Greenbushes Enterprise Agreement*.

Reasonable overtime is an expectation of the role. The remuneration for this has been factored into the annual rate of pay.

### 4. POSITION OBJECTIVES

To provide management and leadership for all functions with the People and Culture team, employee engagement, workforce planning, talent acquisition, performance management and cultural leadership. The position aligns the people-related strategies to business objectives.

### 5. RESPONSIBILITIES OF THE ROLE

#### 5.1 People & Culture Accountabilities

- Lead the development and implementation of HR management practices, ensuring policies, procedures and practices are efficient, compliant and fit-for purpose
- Collaborate with WHS Officer to promote a culture of safety and development of associated WHS management practices
- Manage the People and Culture budget, regularly reviewing employee salaries, recruitment costs and training expenditure
- Partner with CEO and Executive team to provide strategic advice, guidance and support in relation to HR initiatives and employee management
- Provides guidance and input on restructures, workforce planning, and succession planning.
- Support managers to conduct performance reviews, identify opportunities for employee career development and assist in managing employee performance and management.
- Create, maintain, and transform the workplace culture by actively working on aligning the work environment with the organisational value and mission.
- Champion a supportive and collaborative workplace culture, ensuring employee health and wellbeing is at the forefront.
- Manage the periodic review of relevant Industrial Agreements, ensuring workforce consultation, legal compliance and effective implementation.
- Ensure adherence to statutory requirements and corporate process.
- Maintain confidentiality in HR matters and uphold high ethical standards.

#### 5.2 Corporate Responsibilities

- Contribute to the development and adherence of corporate policies and procedures
- Contribute to organisational performance as a manager including attendance at Executive Leadership Team meetings.
- Mitigate corporate risk by regularly reviewing employment legislation, HR management practices and employee training requirements.

## 5.5 Customer Service

- Provide exceptional customer service to all internal and external stakeholders
- Treat customers with professionalism and dignity
- Attend to enquiries promptly, courteously and effectively, resolving ongoing matters as required

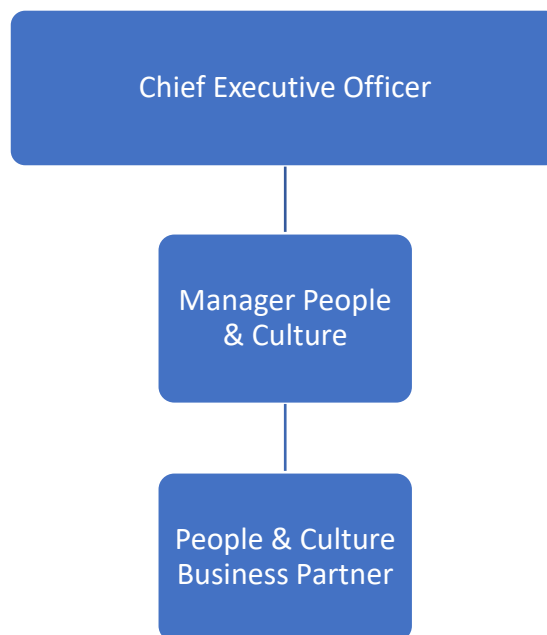
## 5.6 Record Keeping

- Maintain accurate HR records in line with legislative requirements
- Ensure regular checks of records in Synergy

## 6. WORK HEALTH AND SAFETY

- Ensure compliance with WHS legislation and Council policies
- Promote a positive safety culture within the team and escalate significant issues to the Executive Leadership Team
- Report all accidents, incidents and hazards
- Conduct risk assessments and job safety analyses prior to commencing tasks
- Eliminate or control hazards using the hierarchy of controls
- Complete required training to ensure personal, team and public safety

## 7. ORGANISATIONAL RELATIONSHIPS



## INFORMATION FOR PROSPECTIVE APPLICANTS

*Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.*

**Equal Employment Opportunity**

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

### **Completing your Application**

Your application should include the following:

1. A **covering letter** stating why you are applying for the position.
2. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
3. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. **DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.**
4. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. **DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.**

*Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.*

### **Lodging your Application**

Applications will be accepted via email to [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au) or via Seek

### **Queries**

If you have queries with regards to completing your application, please contact Careers on (08) 9761 0807 or [careers@bridgetown.wa.gov.au](mailto:careers@bridgetown.wa.gov.au)

*For information on the Shire of Bridgetown-Greenbushes, visit our website [www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)*