



Manager People & Culture

APPLICATION PACK

About the Shire of Mundaring

The Shire of Mundaring is a thriving local government area in the heart of the Perth Hills — just 35 minutes from the CBD, but a world away in lifestyle. With its expansive bushland, vibrant town centres, and strong sense of community, it's a place where people come to live well, work locally, and connect deeply with nature.

Location and accessibility

From town centres to tranquil bush blocks, the Shire's geography supports a wide range of lifestyles and work opportunities. Its central location in the Perth Hills makes it easy to stay connected to the city, airport, and surrounding regions:

- 35km east of Perth via Great Eastern Highway
- Close to Midland and Perth Airport
- Gateway to the Darling Range and Swan Valley.

Covering 645 square kilometres, the Shire stretches across diverse landscapes — from established neighbourhoods to rural properties and national parks.

Key facts

- **Population:** Approx. 41,000
- **Established:** 1903
- **Area:** 645 square kilometres
- **Communities and suburbs:** 22 townsites and localities across the Foothills, Hills and Rural communities — each offering a distinct lifestyle
- **Council representation:** 9 elected Councillors across four wards – Central, East, South and West including the Shire President who is elected by the community.
- **Lifestyle:** Bushwalking, trails, arts, local markets, and strong community networks
- **Natural attractions:** Lake Leschenaultia, John Forrest and Beelu National Parks
- **Recreation:** 150+ walking and cycling trails, including the Railway Heritage Trail, Lake Leschenaultia and the Munda Biddi Trail.

A great place to live, work and grow

From young families and creatives to retirees and entrepreneurs, people are drawn to the Shire for its character, lifestyle, and community spirit. The Shire supports its residents and businesses through inclusive planning, local infrastructure, and a shared vision for a sustainable future.

Communities and Suburbs

Across 22 townsites and localities, the Shire of Mundaring offers a rich mix of lifestyles — from vibrant village centres to peaceful rural retreats. Each community is shaped by its landscape, its people, and a shared commitment to connection, creativity and care for the environment.

Living in the Shire

Life in Mundaring is grounded in community. Residents come together through local events, schools, sporting clubs, libraries, and active volunteer networks. There's a strong culture of belonging — where neighbours know each other and nature is part of everyday life.

Connected communities across the Shire

The Shire of Mundaring is made up of three connected communities — each offering its own lifestyle, identity and sense of place.

Foothills community

Suburban convenience meets natural surrounds in the Foothills, with easy access to the Helena River and John Forrest National Park. This area is ideal for families and commuters who value green space, bushland and connectivity.

Includes: Bellevue, Greenmount, Helena Valley, Midvale, Swan View

Hills community

Known for its forested properties, heritage character and creative spirit, the Hills community features distinctive village centres and a strong local identity. It's home to artists, makers, families, and people who value connection to both nature and community.

Includes: Boya, Darlington, Glen Forrest, Hovea, Mahogany Creek, Mount Helena, Mundaring, Parkerville, Sawyers Valley, Stoneville

Rural community

The Rural community offers wide open space, small farms, and bushland reserves — including Lake Leschenaultia. With lifestyle blocks, equestrian activity, and strong ties to the natural environment, it appeals to those seeking peace, independence and outdoor living.

Includes: Bailup, Beechina, Chidlow, Gorrie, Malmalling, The Lakes, Wooroloo

Note: Some suburbs, including Bellevue, Midvale and Swan View, are shared with neighbouring local governments (City of Swan)

Vision, Values and Plans

The Shire of Mundaring is committed to creating a dynamic, contemporary region grounded in strong community values, environmental stewardship, and proactive local leadership. Our vision, purpose and values guide everything we do — from long-term planning to day-to-day service delivery.

Purpose

Shire of Mundaring exists to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

Vision: The place for sustainable living

Sustainable living integrates and balances social, economic and environmental goals and aspirations to meet the needs of current and future generations. While we're performing well in some areas, there is more to be done. Together, we will make responsible and thoughtful choices for a sustainable future.



Values

Our shared values guide the way we think and behave.

Community focus

We put community first, listening to and valuing collective and individual needs, opinions and ideas. We value diversity. We respect different and sometimes opposing opinions. When making decisions that impact the community, we strive for consensus or, when consensus cannot be reached, we make considered, well-informed and balanced decisions for the greater good of the collective community.

Proactive

We are forward thinking, taking the initiative to seek, design and adopt innovative, creative and adaptive solutions. We act by causing positive change; not only reacting to change when it happens. We are not complacent. We seek to discover and resolve problems before they occur. When the unexpected happens or new opportunities arise, we lean in, taking swift action to maximise benefit for our community.

Respectful

We understand, empathise, and value the feelings, wishes, rights, and traditions of others, regardless of ethnicity, age, sexual orientation, disability or other differences. We are kind, polite and genuine to everyone, always communicating in a direct, calm and respectful way. We respect the natural environment, cultural and built heritage, and all resources under Shire management. We care for and manage our people, funds and assets wisely and responsibly.

Accountable

We are open and transparent, and take responsibility for our actions, behaviours, and performance. We clearly define what is expected of us and others, and ensure we have the skills, experience, information and support needed to complete tasks to a high standard. We make our commitments visible. Everyone is empowered to ask questions, check on progress, and help move work forward.



Advertisement – Manager People and Culture

Great career-progression opportunity for contemporary people and culture professional.

- Become part of a team that thrives on community spirit and teamwork
- Enjoy flexible working arrangements
- Total reward package up to \$195,000

THE SHIRE

Set among stunning forests and winding trails in the centre of the Perth Hills, the Shire of Mundaring is more than just a beautiful place — it's a vibrant, connected community. Situated just 35 minutes from the CBD, the Shire fosters a strong culture of belonging and supports its residents and businesses through inclusive planning, local infrastructure, and a shared vision for a sustainable future.

THE ROLE

Reporting to the Director Corporate Services, the Manager People and Culture will provide strategic leadership, workforce planning and business improvement expertise to strengthen organisational capability and culture. Whilst providing support to the Executive team, this is a critical role for embedding continuous improvement to strengthen organisational culture and drive positive change across the whole organisation, through leading end-to-end talent strategies.

REQUIREMENTS

If you have experience leading a small team in a contemporary strategic and operational human resources management environment, and a relevant qualification, we would be interested to hear from you. For success in this role, you will bring a strong internal customer service focus, a collaborative leadership style, and a demonstrated ability to develop and implement strategies to benefit the whole organisation.

THE PACKAGE

The total reward package for this position is \$195,000 (including superannuation and a car allowance). Flexible working arrangements are available as is the opportunity to progress your career and achieve success in key upcoming projects.

To apply please click the Apply Now button or visit www.beilbydt.com.au quoting reference **995415**. Please provide a comprehensive resume together with a covering letter of no more than two pages, outlining your interest in the position and addressing your suitability to the role.

Download an Application Pack by clicking or copying and pasting this link in your browser: <https://beilbydt.com.au/application-packs>

For initial enquiries, or for any assistance you may need in making your application, please contact **Emily Bulloch** for a confidential discussion on 0427 582 402 or ebulloch@beilbydt.com.au.

Applications will close at **4pm AWST on Monday 27 October 2025**.

Canvassing of Councillors will disqualify.

Position Description

Position Information			
Job Title	Manager People and Culture	Classification	Negotiated Salary
Directorate	Corporate Services	Service	People and Culture
Status	Individual Contract	Contracted Hours	Full time
Reports to	Director Corporate Services	Location	Administration Centre
Incumbent		Date Appointed To Position	
Key Focus of the Team		Key Focus of this Position	
To create a positive employee experience, build a safe and inclusive culture and align people practices with organisational goals. This includes attracting and developing talent, supporting leaders, enhancing engagement and ensuring fair and compliant processes.		The Manager People and Culture provides strategic leadership, workforce planning and business improvement expertise to strengthen organisational capability and culture. Leads end-to-end talent strategies and embeds continuous improvement to strengthen organisational culture and drive positive change.	
Our Vision			
The place for sustainable living.			
Shire of Mundaring exists to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.			
Our Values			
 Community Focus We put community first, listening to and valuing collective and individual needs, opinions and ideas. We value diversity. We respect different and sometimes opposing opinions. When making decisions that impact the community, we strive for consensus or, when consensus cannot be reached, we make considered, well-informed and balanced decisions for the greater good of the collective community.	 Proactive We are forward thinking, taking the initiative to seek, design and adopt innovative, creative and adaptive solutions. We act by causing positive change, not only reacting to change when it happens. We are not complacent. We seek to discover and resolve problems before they occur. When the unexpected happens or new opportunities arise, we lean in, taking swift action to maximise benefit for our community.	 Respectful We understand, empathise, and value the feelings, wishes, rights, and traditions of others, regardless of ethnicity, age, sexual orientation, disability or other differences. We are kind, polite and genuine to everyone, always communicating in a direct, calm and respectful way. We respect the natural environment, cultural and built heritage, and all resources under Shire management. We care for and manage our people, funds and assets wisely and responsibly.	 Accountable We are open and transparent, and take responsibility for our actions, behaviours, and performance. We clearly define what is expected of us and others, and ensure we have the skills, experience, information and support needed to complete tasks to a high standard. We make our commitments visible. Everyone is empowered to ask questions, check on progress, and help move work forward.

Position Description

Capability Framework

Shapes and Manages Strategic Direction

- Shapes and champions a people-first vision aligned with organisational goals.
- Aligns workforce strategy with business priorities.
- Embeds a culture of continuous improvement and inclusion.

Achieves Results

- Optimises talent, capability, and wellbeing for high-impact outcomes.
- Delivers exceptional employee and stakeholder experiences.
- Leads change with clarity, empathy, and accountability.
- Drives innovation in people practices and fosters a safe, inclusive workplace.

Builds Relationships

- Builds trust and collaboration across teams and stakeholders.
- Develops others through coaching and capability-building.
- Communicates with influence to drive cultural and organisational outcomes.

Demonstrates Authentic Leadership

- Leads with emotional intelligence, integrity, and purpose.
- Models values-driven behaviour and ethical decision-making.
- Creates a safe, empowering environment for growth and contribution.

Position Outcomes – Key Duties and Responsibilities

Service Delivery

- Outcome: Develop, implement and evaluate organisational development, human resource management, and work health and safety policies, services, and programs.
- Outcome: Provide strategic support to the Executive Leadership Team on workforce planning, recruitment, capability building, organisational design and change.
- Outcome: Lead end to end employee lifecycle process including attraction, retention and onboarding processes.
- Outcome: Coordinate and evaluate organisational learning and development and well-being programs aligned to strategic needs.
- Outcome: Foster a values-aligned, inclusive and high-performing culture by championing employee experience, wellbeing, and development.
- Outcome: Embed a culture of improvement across people systems and practices.
- Outcome: Coordinate people-related change initiatives to ensure alignment across transformation efforts.
- Outcome: Lead adoption of HR technology; supporting flexible work practices and digital capability development.
- Outcome: Actively lead and support teams in identifying inefficiencies, proposing innovative solutions, and implementing process improvements to enhance service delivery.
- Outcome: Monitor and report on workforce metrics and culture indicators to achieve positive results in engagement, retention, and culture metrics.

Position Description

Governance and Risk

- Outcome: Decision-making, action and behaviour is ethical, responsible, transparent and in accordance with legislation, policy, procedures, and service standards, and within limits of authority (delegation/authorisation).
- Outcome: Service budget is devised and monitored to ensure operation within budgetary constraints and organisational requirements.
- Outcome: Compliant WHS behaviours are demonstrated at all times. All aspects of the WHS program are supported, measured and reported on across teams and service areas.
- Outcome: All aspects of the Risk Management Framework are fully supported, and the Risk Management Dashboard is updated regularly for new, emerging or revised risks.
- Outcome: The Shire's commitment to being a Child Safe organisation is upheld at all times, providing a welcoming, inclusive and safe environment for children and young people who engage with the Shire.

People and Management

- Outcome: Expert advice on complex people matters and risks is provided.
- Outcome: Effective communication and interpersonal engagement inspires trust within the service, the organisation, Council and the community.
- Outcome: Leadership and development of the People and Culture service team is provided to encourage innovation and continual improvement through ongoing review of business processes.

Leadership and Accountability

- Outcome: A culture of accountability and trust delivers results on time, within budget and to a high-performance standard.
- Outcome: Champion continuous improvement across the organisation by mentoring and empowering teams to identify opportunities, deliver sustainable results, and align initiatives with corporate values and strategic goals.
- Outcome: Provide leadership to support initiatives led by Business Improvement fostering engagement and accountability.

Statutory Responsibilities

- Outcome: The Statutory responsibilities of the position are understood and met including, but not limited to, records management; access and inclusion; and emergency management and recovery activities following an emergency impacting the community.

Strategic

- Outcome: Annual delivery plans reflect corporate priorities and contributes to achievement of strategic initiatives.
- Outcome: Active participation in activities of the Leadership team and working groups contributes to corporate development.
- Outcome: Leadership is provided to influence a collaborative, innovative and values based organisational culture.
- Outcome: Support the project management framework and identify opportunities to build change management efforts into project plans.

Position Description

Position Requirements		
Skills and Abilities	Essential	Desirable
• Demonstrated management and leadership skills and abilities.	✓	
• Highly developed communication, interpersonal and negotiation skills with the ability to effectively consult and provide advice and support to relevant stakeholders.	✓	
• Highly developed conceptual, analytical and evaluation skills with a proven ability in business process design, development and implementation.	✓	
• Digitally proficient in Microsoft applications, including Excel, Word, PowerPoint, and Outlook	✓	
• Highly developed ability to build, maintain and apply professional capability to support strategic objectives.	✓	
• Demonstrated ability to mentor and guide cross-functional teams in continuous improvement initiatives, including process mapping, problem-solving, and implementing change.	✓	
• Developed strategic thinking skills with demonstrated ability to identify and deliver measurable improvements.	✓	
• Demonstrated ability to identify and implement process improvements using methodologies such as Lean, Six Sigma, or similar.		✓
Knowledge		
• Comprehensive knowledge of contemporary human resources, change management and organisational development principles and practices.	✓	
• Comprehensive knowledge of employment-related industrial relations legislation.	✓	
• Knowledge of WHS, Workers' Compensation and Rehabilitation legislation, standards and practices.	✓	
• Knowledge of relevant legislation, local government procedural requirements, policy, and local government budget process.		✓
• Comprehensive understanding of continuous improvement methodologies and their application in organisational settings.		✓
Experience		
• Extensive relevant experience in a contemporary strategic and operational human resources management environment.	✓	
• Previous experience in a local government in the same or similar position.		✓
• Experience in process mapping tools and workflow optimisation techniques.		✓
• Experience in contributing to cross-functional improvement projects.	✓	
• Demonstrated ability to lead multi-disciplinary teams.	✓	
• Proven experience in leading organisational change initiatives and fostering a culture of continuous improvement.		✓

Position Description

Training/ Qualifications		
• A relevant qualification in Human Resources, Organisational Development or Industrial Relations and/or certified practitioner accreditation through the Australian Human Resources Institute (AHRI).	✓	
• Certificate IV in Work Health and Safety.		✓
• Lean Six Sigma Yellow Belt certificate.		✓
Other		
• Current WA 'C' Class Driver's Licence or equivalent.	✓	
• Current National Police Clearance.	✓	

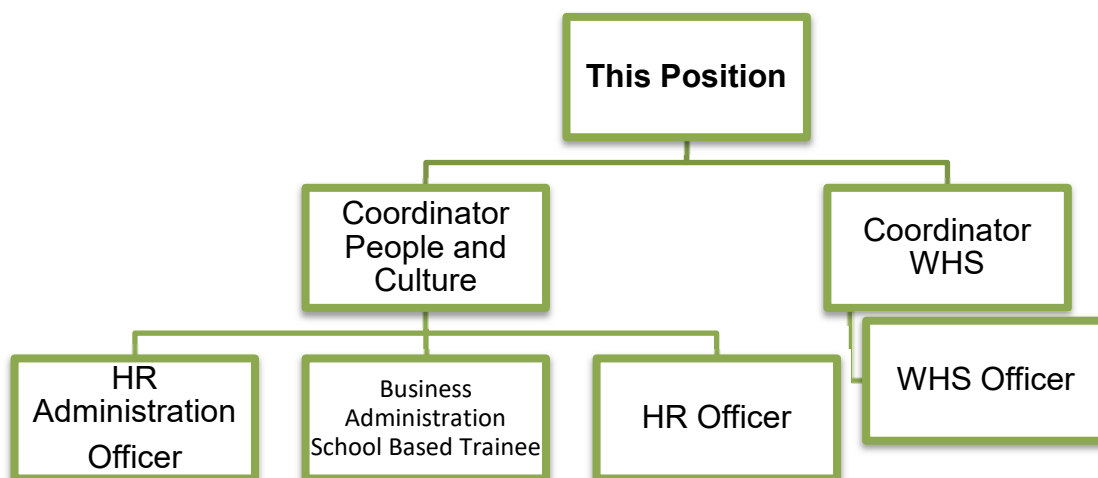
General Physical Requirements

An occupational health provider assesses the applicant/employee fitness to successfully perform the essential functions of the position and considers the following:

Frequency (☑ as required)					Frequency (☑ as required)				
	Mainly	Frequently	Occasionally	N/A		Mainly	Frequently	Occasionally	N/A
Stand	☐	☐	☒	☐	Climb/Balance	☐	☐	☒	☐
Walk	☐	☐	☒	☐	Crouch/Kneel	☐	☐	☒	☐
Sit	☐	☒	☐	☐	Talk/Hear	☐	☒	☐	☐
Handle	☐	☐	☒	☐	Taste/Smell	☐	☐	☐	☒
Reach	☐	☐	☒	☐					

While performing the duties of this job, the incumbent may reasonably be expected to occasionally manually handle loads of a varying nature. Notwithstanding, the incumbent is still required under their general Duty of Care to adopt safe work practices by taking appropriate pre-cautionary measures to identify, assess and control risks in accordance with statutory requirements and the Shire's Risk Management Framework.

Organisational Relationship



Extent of Authority and Accountability

Working under the broad direction of the Director Corporate Services, the incumbent is accountable for the efficient and effective delivery of key responsibilities outlined in this position description and agreed performance indicators with authority to act on these responsibilities.



Position Description

Extent of authority is governed by:

- The statutory provisions of the *Local Government Act 1995* and other relevant legislation; including authorisations
- Council Policies, Procedures, Organisational Practices and Guidelines
- Council register of delegated authority and Primary and Annual Returns

This position does not have delegated authority. Primary and Annual Returns are not required.

Financial Authority:

- Budgeted operational expenditure of up to \$75,000.

Position Description Certification

Prepared by Director Corporate Services

Effective Date September 2025

I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.

I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.

Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.

Staff Signature

Date

SHIRE OF MUNDARING

Employee Conditions and Benefits

Work/ Life Balance

- Flexible working arrangements (by request).
- Wellness days
- 5 weeks annual leave
- End of year office closure
- Additional family and domestic leave
- Voluntary and paid involvement in community activities.

Health and Wellbeing

- Employee Wellbeing Program including active health initiatives
- Free entry to aquatic facilities
- Skin Cancer Screening
- Annual flu vaccinations
- Ergonomic assessments
- Audiometric testing
- Active Social Club
- Injury on the Journey Insurance cover
- Free counselling service through Employee Assistance Program

Monetary

- Superannuation benefits
- Salary sacrifice options for superannuation and novated lease
- Discounted Private Health insurance membership (selected health funds)
- Free parking
- Employees who are residents of the Shire can pay rates via salary deduction

Career, Training and Development

- Professional Development opportunities
- Traineeships and cadetships
- Reward and Recognition Program
- Service milestones recognition
- Study Assistance Program
- Induction Program
- Leadership Program
- Higher/Alternate Duties opportunities
- Opportunities to participate in project teams and committees

Environment

- Located within a scenic setting close to parks (including Sculpture Park), public open spaces, library, sporting facilities, shopping centre, public transport, banking facilities and cycle and walk trails
- Close to Midland and just 30 minutes from CBD
- Smoke-free work environment
- Child Safe Organisation



Applicant Notes

These notes are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

APPLICATION:

Your application should include:

- A comprehensive resume; and
- A covering letter of no more than two pages, outlining your interest in the position and addressing your suitability to the role.

By submitting your application you agree to provide true and accurate information on your career history and qualifications.

It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position.

Initially based on written applications, candidates who demonstrate that they meet the requirements of the role and, relative to other candidates, appear to be competitive, will be considered for interview.

LODGEMENT OF APPLICATION:

Applications should be made online at www.beilbydt.com.au quoting job reference **995415**.

Applications will close at **4pm AWST on Monday 27 October 2025**.

REFEREES:

Applicants should provide the names and contact details of at least two current referees in their application. This will include two managers or suitably senior colleagues that can comment on work outcomes, competencies and behaviours that are relevant to this position.

INTERVIEWS:

Interviews will be conducted either in person or via video conference.

Shortlisted applicants may be required to complete psychometric testing and/or Digital Interview in addition to reference checking, and may be required to attend a second interview.

BACKGROUND CHECKS:

Third party background checks will be undertaken for the preferred applicant – this includes qualification, police clearance, identity and employment history verifications.

PRE-EMPLOYMENT MEDICAL:

The preferred applicant will be required to undertake a pre-employment medical to ascertain if they are fit and can safely perform the inherent requirements of the role.

EQUAL OPPORTUNITY:

The Shire of Mundaring maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

WEBSITE:

The Shire maintains a website www.mundaring.wa.gov.au which contains substantial information.

FURTHER ENQUIRIES:

For further information about the role please contact Emily Bulloch, Principal Consultant – Beilby Downing Teal on 0427 582 402 or ebulloch@beilbydt.com.au.

