



Town of
Cambridge

Manager People and Culture
Application Pack

About the Town of Cambridge

Extending over 22 square kilometres the Town of Cambridge takes in the suburbs of City Beach, Floreat, Wembley, West Leederville plus part of Mt Claremont, Jolimont, Subiaco and Wembley Downs.

The Town of Cambridge Estimated Resident Population for 2023 is 31,133, with a population density of 1,417 persons per square km.

The Town of Cambridge was formed on 1 July 1994 as a result of a Western Australian government restructure of the City of Perth.

Corporate Values

The Town's Elected Members and employees are committed to a common set of Values, Vision and Business Philosophy to deliver the best possible service to our community.

The Town's Vision

Cambridge: a naturally beautiful Town that connects our vibrant community and thriving local economy from inner city to beach.

The Town is endowed with a range of housing, employment, and lifestyle opportunities. Our inner-city charm, character laden suburbs, extensive parkland and quality streetscapes reflect who we are, what we value and what we offer. Our activity hubs, mixed-use areas and events create a sense of community, belonging and wellbeing for residents of all ages. These are all community values we seek to protect and enhance into the future.

The Town's Mission

The Town will maintain and enhance our very liveable suburbs, their streetscapes and character and our vibrant activity centres through strategic, cost effective management of resources and an enhanced community experience.

Go to this link to read the Town's Strategic Community Plan: [Strategic Community Plan \(cambridge.wa.gov.au\)](https://cambridge.wa.gov.au)



The Town's Values

In everything we do we seek to adhere to a set of values that guides our attitudes and behaviours.

Respect - We will acknowledge an individual's uniqueness and will treat them in a dignified and positive manner

Integrity - We will act responsibly, place trust in each other and will be accountable for our actions.

Creativity - We can improve the way we do business by challenging the status quo.

Friendly and Helpful - We value our community members and will assist them in the best way we can.

Teamwork - We believe teamwork is essential for improving our services and achieving our goals.

Our Business Philosophy

We are committed to making decisions in the interests of current and future generations.

- Our approach will be based on the following ideals:
- Productive relationships with industry, the state government and other local governments to deliver improved cost effective services.
- Meeting the needs of our communities through strong community consultation, engagement and collaboration.
- Embracing the principles of sustainability in our decision-making to balance the needs of both current and future generations through environmental protection, social advancement and economic prosperity.
- Continued improvement to our services through planning, adaptability and careful management of risks.



Advertisement – Manager People and Culture

Leadership opportunity for dynamic and passionate human resources professional to join the Town of Cambridge at a transformational time.

- Emphasise safety, empowerment, quality, and a high-performance culture
- Contemporary leadership and stakeholder engagement
- Base salary up to \$175,000 plus super on a 5 year contract

THE TOWN

Idyllically positioned approximately 8km from the Perth CBD, the Town of Cambridge is a diverse area comprised of natural beauty, cultural assets, lucrative commercial properties and a vibrant community. The local government encompasses the leafy western suburbs of City Beach, Floreat, Wembley, West Leederville and parts of Mt Claremont and is home to some of the most iconic facilities and sites in the State.

THE ROLE

Working closely with the newly appointed Chief Executive Officer, the Manager People and Culture will drive a positive cultural change process. You will provide strategic organisational development and improvement advice while leading and collaborating with a small, dedicated team of people and culture staff. In addition to building and maintaining productive working relationships with internal and external stakeholders, you will develop and implement contemporary HR policies, processes and systems designed to improve business performance whilst meeting legislative obligations.

REQUIREMENTS

If you are an energetic and enthusiastic leader with senior level human resources experience in a public sector environment, we would be interested to hear from you. The highest levels of ethical decision making and good governance will be essential and a tertiary qualification in human resources or a related discipline are also required.

THE PACKAGE

An attractive package comprising base salary of up to \$175,000 plus superannuation will be offered to the successful candidate on a five (5) year contract. You will also have the opportunity to pay additional superannuation on which the Town will co-contribute.

To apply please click the Apply Now button or visit www.beilbydt.com.au quoting reference **981059**. Please submit a covering letter of no more than two pages, outlining your interest in the position and addressing your suitability to the role, together with a current resume.

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

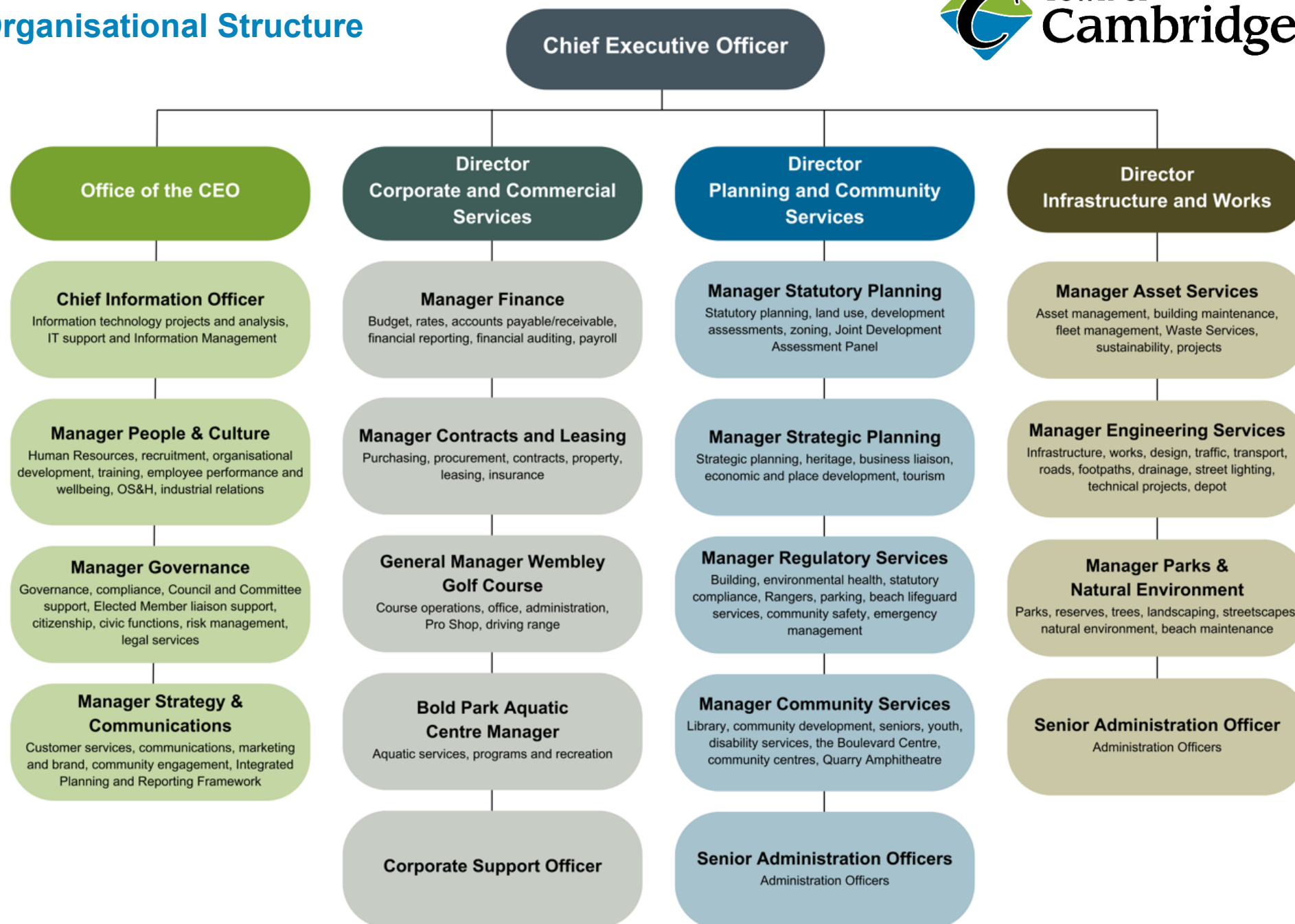
For initial enquiries, or for any assistance you may need in making your application, please contact **Emily Bulloch** for a confidential discussion on **0427 582 402** or ebulloch@beilbydt.com.au.

Applications will close at **4pm AWST on Friday 12 September 2025**.

Candidates for this position may be considered for a temporary 12 month HR project role with the Town.

Canvassing of Elected Members will disqualify.

Organisational Structure



Position Description

Our Mission and Values				
We will maintain and enhance our very liveable suburbs, their streetscapes and character and our vibrant activity centres through strategic, cost-effective management of resources and an enhanced community experience based on a locals first philosophy.				
Respect	Integrity	Friendly & Helpful	Creativity	Teamwork

Role title:	Manager People and Culture
Classification Grade:	Contract
Position Number:	525
Directorate:	Office of the CEO
Position Objective:	Through a team of committed professionals, the Manager is responsible for building organisational culture, capability and capacity, optimising engagement and supporting high-quality service delivery, training programs, performance management and innovation within the Town through the acquisition, support and development of a talented workforce.
Stakeholder Engagement:	<p>The position builds and maintains productive working relationships with senior leaders, the People and Culture team and other internal and external stakeholders in order to foster a business and employee-oriented and high-performance culture that emphasises safety, empowerment, quality, productivity, delivery of strategic objectives and the recruitment and ongoing development of a talented workforce.</p> <p>Externally, the position collaborates with other HR professionals across the sector, Fair Work Commission, legal advisors, WALGA and a variety of suppliers.</p>
Direct Manager:	Chief Executive Officer
Direct Reports:	<ul style="list-style-type: none"> Coordinator People and Culture (HR) G7 Organisational Training and Development Officer G5
Total Staff Responsibility:	5.0 FTE
Eligibility Requirements:	<ul style="list-style-type: none"> National Police Check

Key Responsibilities of the Position

In the context of the position and the Town's vision, values:

- Provide effective leadership to the People and Culture Section, responsible for strategic direction and delivery of high quality human resource services.
- Effectively manage the assets and human, financial and technological resources of the Section.
- Develop and implement strategies that build the right organisational capability and culture to deliver the Town's strategic outcomes, with a focus on our values, service delivery and innovation.
- Lead organisational change management programs using robust methodology, ensuring a strategic approach and sustainable change outcomes.
- Contribute to whole-of-organisational strategy setting, policy development, training, performance management and continuous improvement.
- Identify the key influences which will impact on the workforce now and in the future, and ensure these are reflected in strategies and implementation plans.
- Lead the provision of strategic workforce data and analysis to the executive and managers, and promote the use of this data and analysis to enhance decision making, review, training, performance and forecasts.
- Develop the Town's capacity and expertise to deliver and embed strategic change programs by being an active and visible coach to executive and management.
- Maintain effective relationships with key external stakeholders and represent the Town, as required.

Organisational Responsibilities

- Provide excellent customer service, internally and externally by delivering beneficial outcomes to all stakeholders and community members in line with the Town's Customer Service Charter.
- In all actions, be accountable and employ ethical decision making and good governance in line with Town policies, procedures, and broader aspirations.
- Be engaged in sustainability initiatives and proactively suggest ways to improve recycling, energy, and water consumption in Town operations and how Cambridge can maintain its natural environment in line with Town policy and the Strategic Community Plan.
- Understand and embody the Town's values, using them as a guide to promote positive wellbeing and cultural change in the workplace in accordance with Town's Code of Conduct for Employees and relevant policies.

Leadership Responsibilities

- Lead Collectively – You identify and build key strategic relationships and partnerships, internally and across the Town.
- Think through complexity – You are comfortable with a high level of complexity arising from delivering value for the Town in the long-term.
- Strategically assess the environment – You monitor your operating environment and proactively revise strategies and decisions to reflect the immediate and future needs of the Town, the broader community, and changing expectations of Local Government.
- Delivery on high leverage areas – You explore new opportunities for your agency and improve service delivery to deliver long-term future value for the Town and our community.
- Build capability – You proactively develop leaders, system and process to deliver future value to the Town.
- Embody the spirit of the public service – You understand the importance of displaying the spirit of public service in all your decision making, interactions, and professional activities.
- Lead adaptively – You demonstrate a willingness and ability to learn and apply your knowledge, skills and experiences in new and challenging situations, and change environments.

Work Health and Safety Statement of Responsibilities

As a Manager of the Town, you must ensure that WHS policies, procedures, and other measures are disseminated, understood, and followed by the employees of your Business Area, including but not limited to the following:

- Take reasonable care to ensure your own safety and health and ensure that of others.
- Act as a role model by demonstrating safe work behaviours proactively ensure compliance with legislative obligations and Town policy.
- Distribute and ensure understanding and compliance with all policies, procedures, and other measures introduced in the interests of workplace health and safety.
- Encourage and facilitate employees to undertake and apply any learning, development, or skills uplift provided in relation to WHS.
- Ensure reported incidents are effectively investigated and addressed, and appropriate controls for hazards are implemented, and that the Risk Register is maintained.
- Ensure the supply and correct use of Personal Protective Equipment (PPE) and in the Business Area.

Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Considerable knowledge and experience in team leadership and human resource management.
2. Comprehensive knowledge and experience of current strategic trends and issues affecting the core functions of the role, ideally within a local government context, with significant experience in leading change and developing organisational capability.
3. Highly developed conceptual, analytical and problem-solving skills.
4. Excellent knowledge of employment legislation and regulations and thorough knowledge of human resource management and industrial relations principles and best practices.
5. Working knowledge of occupational safety and health matters and legislation.
6. Proven communication, negotiation and interpersonal skills with the ability to develop relationships and partnerships with stakeholders, negotiate sensitive matters, coach executive and managers and provide quality feedback regarding employee accountabilities and expectations.
7. Demonstrated knowledge and experience in the accurate operation of various computer applications such as Microsoft Office suite, customer and document management systems.
9. Experience dealing with complex, cross-organisational matters and leveraging data/information as evidence for decision-making.

Qualifications

Essential:

- Tertiary qualification in Human Resources or related discipline, or extensive relevant experience

Desirable:

- Post graduate qualification in management

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 covering letter of no more than two pages, outlining your interest in the position and suitability to the role.
- A current resume detailing your contact details, qualifications, experience and attributes for the position.

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 **981059**.

It is anticipated applications will close at **4pm AWST on Friday 12 September 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.

NEXT STEPS:

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

WEBSITE:

The Town maintains a website www.cambridge.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.

