

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Benchmarking Analyst – People and Culture	
CLASSIFICATION	ANZSCO CODE
Band 6	
DEPARTMENT	DIVISION
People and Culture	Corporate Services
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 8, 2019	The Gordon

Position Objectives

The core purpose of this role is to conduct analysis to obtain better insight into Victorian Local Government employment conditions in relation to organisational structures and resources, position classifications and remuneration details.

The analysis will include qualitative and quantitative statistical data gathering and analysis, projections and forecasts using descriptive and statistical methodologies, to benchmarks, comparisons, identify gaps, limitations, trends, developments and implications.

Key Responsibility Areas

- Determine key information needs to be able to effectively compare the City of Ballarat with the rest of Local Government Victoria.
- Researching internal and external market data to prepare benchmarks and report on relevant trends and best practices.
- Design questionnaires conduct surveys and engage with other Councils in Victoria to gather the information.
- Collect, develop, test, implement, and evaluate organisational information.
- Prepare reports such as briefing notes, planning summaries, and issue papers by performing duties such as summarising research data, preparing charts, tables, and graphs, compiling information into integrated reports, and formulating recommendations based on findings.
- Prepare and deliver presentation material as required.
- Develop and maintain a data repository and reports for the City of Ballarat that can be easily maintained and kept up to date at the end of the project for ongoing benchmarking and comparative analysis.
- Compare and contrast gathered information against City of Ballarat structures and resources, position classifications and remuneration offerings.
- Ensure the structure and resource review considers a comparison of Level 3, 4 and 5 leaders with other Victorian Councils.
- Translating business metrics to inform internal stakeholder requirements including efficiency, improvement and performance outcomes.
- Provide regular written updates on what is occurring within the local government Victoria sector regarding enterprise agreements and remuneration offerings.

From a Health & Safety perspective the City of Ballarat requires the following:

All Employees and Volunteers

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.



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- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system
- Participate constructively in all forums set up to investigate, improve or communicate safety.

REPORTS TO:	DIRECT REPORTS:
Remuneration and Benefits Manager	NA
ORGANISATIONAL RELATIONSHIPS	
Internal: Internal Staff	External: Local Government Councils

Accountability and extent of authority

- Under the direction of the Remuneration and Benefits Manager, the incumbent has authority to undertake all day to day activities within Council policy and budgetary constraints including:-
 - undertaking benchmarking studies and surveys
 - preparing reports
 - presenting to relevant management
 - providing interpretation and advice on organisational studies including policies and industrial awards
 - effective use of HR & Payroll systems
- Under direction, the incumbent is responsible for ensuring that all relevant legislative requirements and appropriate standards are observed.

Judgement and decision making

- Make decisions on all routine matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- A significant degree of the work involves research, identification and application of optional courses of action in consultation with the Remuneration and Benefits Manager and where necessary the Executive Manager People and Culture and Director Corporate Services.
- Under the direction of the Remuneration and Benefits Manager undertake problem solving activities in the area of data management, organisational structure design and remuneration/classification structures.
- There is limited discretion with respect to the application of various and diverse methods, procedures and techniques and the Remuneration and Benefits Manager should be consulted where appropriate.

Specialist skills and knowledge

- A sound understanding of data analysis methodologies, organisational design, workforce planning and remuneration principles.
- Well-developed communication and administration skills.
- Knowledge of the relevant Human Resources Legislation, Awards, Policies and Procedures.
- Solid experience in the management of performance and underperformance.
- Thorough knowledge of the job evaluation process.
- Sound analytical and interpretative skills.
- High level of resilience and attention to detail.
- Effective engagement, influencing, communication and interpersonal skills with the ability to prepare and present complex information and reports clearly and accurately.

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Management skills

- The position involves managing time, setting priorities and planning and organising own work. This position also requires the ability to meet objectives within time constraints and conflicting demands.
- This position requires a sound understanding of human resources policies and procedures.
- To be able to work in a team environment.
- Ability to problem solve.

Interpersonal skills

The following interpersonal skills are essential for the position:-

- Ability to discuss and resolve problems
- Ability to coach and influence
- Basic negotiation skills
- This position requires well developed interpersonal skills with the ability to motivate others and to resolve organisational problems.
- Personal characteristics of being a 'team player' with broad vision and the ability to add value through own work and work of staff in the area of divisional responsibility.
- Demonstrated ability to champion, model and promote the City of Ballarat Core Values.

Qualifications and experience

- Degree or diploma in in data analysis or related Business, Human Resource Management, Organisational Development or similar and/or relevant experience.
- Demonstrated experience developing reporting and data analytics with a benchmarking focus.
- Experience in interpreting and advising on relevant Human Resources Legislation, Awards, Policies and Procedures.
- Experience contributing to and/or delivering organisational development projects.
- Advanced Microsoft Excel skills is highly desirable.
- Experience in workforce planning with a focus on both strategic and medium-term planning, ideally within a complex organisation facing rapid growth requirements would an advantage

SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated ability to champion, model and promote the City of Ballarat Core Values.
- Experience in a similar role with strong understanding of contemporary recruitment practices, sourcing strategies and workforce planning.
- Proven ability to build and maintain strong relationships with internal and external customers and business associates.
- Well-developed written communications, analytical and problem-solving skills with the ability to produce reports, policy development and associated documentation.

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City of Ballarat Core Values

<p>We are honest and transparent</p>  <ul style="list-style-type: none"> • We tell the whole story. • We provide a context and rationale for our decisions. • We trust each other enough to be honest. 	<p>We are accountable</p>  <ul style="list-style-type: none"> • We do what we say we will do, when we say we will do it. • We learn from our mistakes and celebrate our successes. • We back up our teammates and also hold them to account with kindness and respect. 	<p>We value everyone</p>  <ul style="list-style-type: none"> • We show respect to everyone, even if we disagree. • We ensure everyone has access to opportunities. • We are approachable regardless of our position in the organisation. 	<p>We work with and for our community</p>  <ul style="list-style-type: none"> • We seek to understand our community's needs and take action to meet those needs. • We engage with our community and share what we are doing and why. • We manage our resources responsibly and sustainably. 	<p>We work together</p>  <ul style="list-style-type: none"> • We work towards common goals. • We support each other through the highs and lows. • We look for the best in each other.
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The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:	Signature:	Date:
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