



Mansfield Shire

# Position Description

People and Culture  
Support Officer

High Country, Lakes and Rivers



# People and Culture Support Officer

Mansfield Shire Council aims to work with our community to continue to build a Shire that is recognised for its balanced social, economic and environmental development that acknowledges the diverse needs and values of our communities.

Position Number	Classification	Date
15.2	Band 4	July 2025
Unit	Enquiries	Status (FTE)
People and Culture	Janique Snyder	1

## Position Overview

The People and Culture Support Officer is responsible for the administrative support function to help the People and Culture team.

## Key Accountabilities

- ▶ Support and assist the P&C team with recruitment administration including various HR initiatives and programs.

## Organisational Relationship

### Reports to

People and Culture Officer

### Supervises / Manages

Nil.

### Internal Liaisons

All other staff.

### External Liaisons

- ▶ General public.
- ▶ Consultants and facilitators.
- ▶ Local Government Victoria.

## Specialist Knowledge and Skills

### Knowledge of:

- ▶ Office 365.

### Skills and Competencies

- ▶ The skills and knowledge needed are those acquired through Secondary education. Additional skills will be gained through completion or current enrollment in any relevant studies.

## Qualifications and Experience

### Experience

- ▶ Nil.

### Qualifications

- ▶ Currently following a Certificate, Diploma or a Bachelors in Human Resources, Management or any other similar qualification.

## Key Selection Criteria

- ▶ Demonstrated organisational and time management skills, including the ability to achieve specified outcomes in an environment of competing demands.
- ▶ Experience in using a wide range of computer systems and demonstrated ability to pick up new systems quickly.
- ▶ Demonstrated problem solving skills.
- ▶ Proficient in the use of MS Suite products, in particular MS Word and Excel programs.
- ▶ Understanding of probity and high ethical standards.
- ▶ Demonstrated time management skills.

## Our Values

Communication

Co-operation

Trust and  
Honesty

Respect

## Position Descriptors – Band 4

### Organisational Accountabilities

- ▶ Ensure that Mansfield Shire Council's Code of Conduct and all policies and procedures are adhered to including Occupational Health and Safety (OH&S) and Human Resource management procedures and practices
- ▶ Support organisational development and continuous improvement initiatives within the Council.
- ▶ Understand the principles of risk management and their application to all Council activity.
- ▶ Provide quality customer service and accurate information on Council products and services and communicate with customers in a friendly and courteous manner
- ▶ Effectively manage customer enquiries and complaints and deliver punctual and reliable service.
- ▶ Provide assistance with Municipal Emergency Services as required.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Be committed to the implementation of the Council Plan and annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff, across all departments.
- ▶ Contribute to the improvement of the department by innovation and personal initiatives and contribute to team meetings.
- ▶ A commitment to the principles that support the safety and wellbeing of all children.

### Interpersonal Skills

- ▶ This position requires the ability to gain cooperation and assistance from both other employees and customers.
- ▶ Oral and written communication skills to enable the preparation of routine correspondence and reports if required.

### Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community Health & Wellbeing
- ▶ People, Communication & Governance
- ▶ Capital Works & Operations
- ▶ Investment & Planning Services.
- ▶ Business & Finance

This structure has been designed to ensure a clear focus on the delivery of best value services and to utilise the skills and experience of staff in the most effective manner.

### Extent of Authority

- ▶ The role will be required to provide information to customers and information and support to more senior employees. There may be a requirement from time to time to also supervise resources including other employees.
- ▶ Freedom to act is limited by standards and procedures and work will generally fall within specific guidelines with scope to exercise discretion in the application of established standards and procedures.
- ▶ Sufficient freedom will be given to be able to plan workload in advance.
- ▶ Decisions and actions are usually limited to a localised work group or function, individual jobs or clients, or to internal procedures and processes.

### Judgement and Decision Making

- ▶ This position has the objectives of the work well defined, however particular methods, processes or equipment to be used will be selected from a range of available alternatives. This often requires the quantification of the amount of resources needed to meet objectives.
- ▶ The particular tasks to be performed by this role will involve selection from a range of techniques, systems, equipment, methods or processes.

### Management Skills

- ▶ Skills in managing time, setting priorities and planning and organising one's own work.
- ▶ Basic knowledge of, and ability to implement personnel practices and the ability to provide employees under this role's supervision with on-the-job training and guidance.

### Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- ▶ We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of ethnicity, sexuality, identity or any other protected attribute.

# How to apply

- 1 Cover letter**  
Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.
- 2 Key selection criteria**  
Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.
- 3 Resumé**  
Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.
- 4 Submit your application by the closing date**  
Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at [mshire.co/applicant-information](https://mshire.co/applicant-information), for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:


People and Culture Officer on (03) 5775 8555

More detailed information on how to apply is available at  
[mshire.co/applicant-information](https://mshire.co/applicant-information)

*including tips for addressing key selection criteria, writing a cover letter and resumé.*

## OFFICE USE ONLY

Authorised by Acting  
CEO:



Employee's  
Signature



Date:

21/07/2025

Employee's  
Name

Date: / /



Mansfield Shire