

Position description

Human Resource Officer

Summary information

Section	People and Culture	Directorate	Corporate Services
BCC number(s)	BCC1564, BCC1324, BCC1641 and BCC2080	Position type	Permanent, full-time
Grade	Grade 12	Skill descriptor	Band 3 Level 2
Reports to	Senior Coordinator Human Resources	Direct reports	No
Approval limit	\$0	Release limit	\$0
Created/reviewed	August 2019		

Our values



Teamwork



Customer Focused



Innovation



Commitment to Safety

Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all of their objectives.

1. Position purpose

This role is primarily responsible for the delivery of professional employee services in line with Council's strategic direction, in a pro-active and efficient manner that enables council to attract, develop and retain appropriate and suitably qualified employees through provision of effective support and advisory services in accordance with current Human Resources (HR), recruitment and employee relations practices.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

2. Qualifications and experience

Essential:

- Diploma or above in an appropriate field
- Solid experience in human resources, with a focus on recruitment
- Demonstrated well developed communication and interpersonal skills, sound analytical and problem-solving skills
- Demonstrated knowledge of contemporary human resource practices and current issues
- Ability work within a small, dynamic and fast-paced team environment
- Current class C driver's licence.

Desirable:

- A sound knowledge of Commonwealth, State and Local Government Legislation impacting on HR, recruitment and employee relations.

3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4. Key accountabilities

Position specific

- Ensure that Council's human resources system documentation (e.g. policies, procedures), are properly administered and communicated throughout council
- Maintain knowledge of and provide advice on relevant internal (e.g. procedures, policies etc.) and external (e.g. legislative changes) HR, recruitment and industrial information
- Action all internal and external correspondence and documentation appropriately

- Assist with the development, maintenance and delivery of applicable operational aspects of the Council's Workforce Management Plan
- Support the effective management of Council's HR, recruitment and industrial activities
- Promote and coordinate of Council's recruitment activities
- Assist with the implementation of Council's annual Employee Development System process.
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our volunteers policy and standards
 - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the *Child Protection (Working with Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

Corporate

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5. Duties

- Access and review various sources (internal and external) of HR related information in order to maintain knowledge of and advise on contemporary Human Resource issues, legislative changes and/or best practices.
- Assist in developing, reviewing, updating and implementing Human Resource system documentation (e.g. policies, procedures, position descriptions) including Intranet and Internet content, and programs (e.g. Corporate Induction Program).
- Assist with the processing of correspondence and documentation in a timely manner e.g. Employee Appointment Decisions, Advertising Requests, gratuity payments, certificates of service, confirmation of employment, maternity leave requests, exit letters etc.
- Provide professional, accurate and timely advice to internal and external customer enquiries.
- Utilise and monitor customer enquiries via the online Human Resource Enquiry Management System (e.g. log customer enquiries via the online Human Resource Enquiry Management System (e.g. log customer enquiries etc.) and Human Resource email account.
- Prepare and maintain accurate reports and statistics on various People and Culture related issues e.g. Employee Development System, competencies assessments, exit questionnaires, etc.
- Assist in the development and review of Council's EEO program including (but not limited to) taking minutes, scheduling of meetings, organising agenda items, participating at the meetings (as a HR representative).
- Promote recruitment by assisting with the planning, coordinating (of resources and material) and implementation of associated events (e.g. Career expos, school programs etc.).
- Attend nominated committee meetings if required.
- Assist with the development, review and implementation of the Workforce Management Plan and HR strategies.
- Contribute as a HR representative on Selection Interview Boards and Panels when required.
- Assist with the maintenance of position descriptions.
- Oversee three monthly employment reviews and monitor progress to completion.
- Assist with the implementation of Council's Employee Development System, Work Placement Program and other section specific functions.
- Undertake research assignments and special projects as directed.
- The management of volunteers if required by the role.

- Other duties as directed consistent with the operations of Council.

6. Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

Employee	Name:	
	Signature:	Date:
Supervisor	Name:	
	Signature:	Date: