

Position Title:	Human Resources and Work Health and Safety Administrator		
Position Code:	P243	Evaluated:	30/07/2025
Award Classification:	Band: 2	Level:	1
Salary System Grade:	Grade: 2	Minimum Level:	1
Approved:	Laura Wicks	Date:	30/07/2025

Primary Purpose of the Position

The Human Resources and Work Health and Safety Administrator (HR&WHS Administrator) will be responsible for assisting the People and Wellbeing Unit to administer Human Resources and Work Health and Safety functions. This role will be involved in tasks including, but not limited to, recruitment, employee and contractor onboarding, employee relations, health and wellbeing initiatives and accurate data collection.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high-level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:

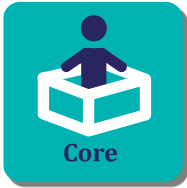
1. Manage a range of tasks associated with the recruitment and induction functions within Council's systems, including but not limited to; advertising of positions, drafting interview questions, organising interviews and pre- employment medicals and completing offers of employment.
2. Assist with Contractor Management Administration, such as Pre-Qualification Compliance and Worker Induction Status
3. Assist in the organisation and delivery of health and wellbeing initiatives, such as skin checks, flu vaccinations, in line with Council's Health and Wellbeing Calendar. Offer suggestions on how Council may implement the monthly focus to the organisation.
4. Prepare agendas and minutes for Staff Consultative Committee, Emergency Preparedness Committee and WHS Committee.
5. Assist the People and Wellbeing Unit to achieve actions outlined in the Workforce Management Plan and Operational Plan.
6. Provide operational support and advice on a range of human resource matters in line with the Local Government Award and Act and Council's policies and procedures and draft routine correspondence.
7. Provide assistance to employees in the use of HR and WHS software and procedures.
8. Any other such duties that are commensurate with the employee's skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework		
Group and Capability	Capability & Behaviour Descriptors	
	Collaboration - Work within a team environment, cooperate with others and consider the needs of others to achieve shared goals	- Participate as a supportive team member and work with other team members to achieve goals - Help other team members to share the load in peak work periods - Work together in challenging situations
	Effective Communication - Listen, interpret and convey information in a clear and respectful manner	- Explain things clearly and respectfully - Allow others time to speak, and actively listen to others - Approach conflict objectively, and refer to a supervisor where appropriate
	Ethical Behaviour - Be professional, ethical and demonstrate behaviour in line with Council's SPIRIT Values	- Behave in an honest, ethical and professional way, demonstrating Council's SPIRIT Values - Be aware of and follow relevant legislation and policy frameworks - Speak up against misconduct, illegal and inappropriate behaviour

Key Tickets, Qualifications and Other Skills

1. Certificate IV Human Resources or Business Administration, or equivalent relevant experience in a HR/ WHS role.
2. Sound interpersonal and communications skills.
3. Previous experience in developing and maintaining systems and databases.
4. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
5. Demonstrated **Fundamental** key capabilities as defined in the Key Capabilities Table (above).