



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	PEOPLE AND PERFORMANCE COORDINATOR
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 16, 2025
CLASSIFICATION:	Level 4
DEPARTMENT / DIVISION:	CORPORATE DEVELOPMENT / PEOPLE AND PERFORMANCE
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	SENIOR PEOPLE AND PERFORMANCE ADVISOR
DIRECT REPORTS:	NIL
POSITION NUMBER:	001053

POSITION OBJECTIVES:	• Coordinate high-quality HR services that provide timely, accurate and customer-focused support and advice to managers and employees across the organisation. • Manage and maintain HR systems and records to ensure compliance, confidentiality, data integrity and effective operation of all human resources information and documentation. • Oversee the employee lifecycle including onboarding, employment changes, probation and offboarding, ensuring consistent processes and high-quality documentation. • Support continuous improvement and compliance by contributing to the review and enhancement of HR policies, procedures, reporting and practices in line with legislative, industrial and organisational requirements
VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us Empowerment • Take initiative and act with confidence • Make informed decisions and own the outcome • Share ideas, feedback and solutions

	• Learn and grow while supporting others to do their best work Accountable • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
KEY RESPONSIBILITIES:	• Maintain HR systems and records to ensure accurate, compliant, and secure employee data (electronic and hard copy). • Oversee confidential records of retention for all employee documentation. • Maintain position management data including establishment control, position numbers, and structure updates. • Coordinate pre-employment and compliance checks such as VEVO, licenses, and qualifications. • Manage employment lifecycle changes including contracts, variations and related documentation. • Coordinate probation processes by tracking timelines and preparing required documentation. • Support the function of accurate payroll during periods of leave and other times as directed. • Provide HR process advice to managers and employees on policies, procedures, and workflows. • Compile HR metrics and reports including monthly workforce data and organisational reporting. • Support legislative and industrial compliance by updating HR systems, processes, and documentation. • Maintain the Register of Interests in line with the Employee Code of Conduct. • Maintain HR intranet content ensuring forms, templates and information are current and accessible. • Process HR invoices including accuracy checks, coding, and submission for payment. • Raise purchase orders in line with procurement guidelines and delegated authority. • Identify and implement process improvements to enhance HR efficiency and service quality. • Support HR projects and undertake other duties as directed by the Manager of People & Performance.
WHS RESPONSIBILITIES:	• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above.

	• Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	• To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	• Strong verbal and written communication skills, including the ability to prepare clear reports, draft accurate employment documentation, and provide confident, customer focused advice to managers and employees. • Demonstrated ability to work with initiative, showing adaptability, sound judgement and a proactive approach to improving HR processes, systems and service delivery. • Knowledge of HR policy and procedure development, including an understanding of how policies operate within a local government or similar regulated environment. • Proven experience in human resources operations across recruitment, onboarding, employee lifecycle management, HR systems and records management within a medium to large organisation. • Experience working in a multidisciplinary HR team, demonstrating the ability to collaborate, share information and contribute to team outcomes. • High level administrative and organisational skills, including accuracy, attention to detail, time management and the ability to manage competing priorities. • Commitment to customer service excellence, with the ability to build effective working relationships, respond to enquiries professionally and support leaders and employees with HR processes.
DESIRABLE SELECTION CRITERIA:	• Understanding of local government operations, including governance frameworks, political context and the legislative environment affecting HR and workforce management. • Professional membership with the Australian Human Resources Institute (AHRI) or another recognised HR or IR professional body. • Relevant tertiary qualifications in Human Resources, Business, Industrial Relations or a related discipline.
SPECIAL CONDITIONS:	• Some out of hours work may be required from time to time.
EXTENT OF AUTHORITY:	• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

POSITION INCUMBENT NAME:	SIGNATURE:	DATE: