Position Description

**Job Title:** Human Resources & Workforce Development Coordinator

**Department:** Administration

**Reporting to:** Executive Manager Corporate and Community Services

**Position/Hours:** Part-time: 21.75 hours per week

**Classification:** Certified Agreement/LG Industry Award, Level 7

**Location:** Cairns Office

Purpose of the Position

This position coordinates human resource governance, to support Burke Shire Council to be an employer of choice with a workplace culture that fosters high morale and job satisfaction.

The position has dual operational and strategic roles and will manage and coordinate all human resource management activities and functions, including:

* Provide quality advice, information and support to the Executive Management Team (EMT), supervisors and staff regarding human resource management practices;
* Work with management and staff to identify ways to improve and enhance job satisfaction, professional development and training, and multi-skilling;
* Coordinate staff recruitment, retention, case management of underperformance and disciplinary actions, and performance reviews.

Relationships

|  |  |
| --- | --- |
| **With** | **Purpose** |
| Councillors and CEO | Reporting function |
| Executive Manager Corporate and Community Services (EMCCS) | Direct collaboration on policy & procedures and day to day activities |
| Executive Management Team (EMT) | Advice and support as required |
| All Council workgroups | Advice and support to work groups and/or individual staff members |

Elements and Performance Criteria

**Responsibility 1: Human Resources and Industrial Legislation Compliance**

**Performance Criteria:**

1. Take the lead role in the identification, development, implementation and evaluation of HR initiatives across Council including recruitment, induction, training management, policy and compliance, and supporting change management initiatives.
2. Monitor, advise and report on current and relevant legislative matters.
3. Provide advice on award interpretation and its effect on Council operations.
4. Review and/or development of human resource staff policies and procedures.
5. Project manage Certified Agreement negotiations where relevant and provide up-dated reports to the Executive Management Team on these negotiations.
6. Represent and/or support Council at meetings and conferences of the QIRC, employer groups, unions and other bodies or associations as required in relation to human resource issues.
7. Provide administrative support in respect of all human resources and industrial relations related work undertaken by Council.
8. Provide administrative support for workers compensation and rehabilitation matters.

**Expected Work Standard**

* Accurate and effective HR policies and procedures are in place and reviewed regularly.
* Certified Agreement negotiations are conducted in a timely and professional manner.
* Accurate HR and IR advice is provided and Council practices comply with relevant legislation.
* An accurate HR report is compiled monthly.

**Responsibility 2: Workforce Development**

**Performance Criteria**

1. Assist the EMT, Managers and Supervisors with workforce planning, staff career development and training.
2. In conjunction with the EMCCS, manage the workforce development, succession planning, and recruitment and retention programs for the Council.
3. Develop and implement an annual learning and development program for the organisation.
4. Prepare and deliver staff induction programs.
5. Involvement in employee performance reviews as required.
6. Maintenance of all performance review material through Council’s records system.
7. Coordinate any workplace investigations or grievance resolution processes that may be required for workforce matters.
8. Providing managers with assistance and advice in regards to disciplinary processes and options.

**Expected Work Standard**

* Annual learning and development and training programs are in place.
* Resources are allocated to effectively meet any workplace investigations or grievances.
* Performance reviews are coordinated, managed and finalised as per individual employment conditions.

**Responsibility 3: Administration and Records Management**

**Performance Criteria**

1. Appropriately maintain all records for the Human Resources function of Council.
2. Involvement and support in the preparation of Council’s annual salary and wages budget in liaison with the Executive Management Team and other supervisors.
3. Undertake all administrative functions relating to the administration of employee benefits including letters of appointment, annual wage review up-dates and maintenance of records within relevant systems.
4. Respond to HR enquiries from staff as they arise.

**Expected Work Standard**

* Documents are accurately filed to allow timely advice and response to enquiries;
* Council’s HR and payroll system remains up-to-date and accurate;
* Reporting is timely and accurate.

**Responsibility 4: Adhere to Workplace Health and Safety Requirements**

**Performance Requirements**

1. Be aware of the Burke Shire Council’s WHS Management System – SAFE PLAN, the WHS Management Plan and MAPs.
2. Coordinate, manage or assist as required the investigation of incidents in the workplace, including minor injuries, near misses and property damage.
3. Attend Safety Committee meetings for the purposes of understanding and contributing to the improvement of workplace health and safety practices across the organisation.
4. Liaise closely with Council’s WH&S Coordinator and assist in the communication of WH&S requirements across the organisation.
5. Comply with all documented WH&S policies, procedures, work instructions and verbal instructions issued by the organisation or its officers.

**Expected Work Standard**

* Observance of WHS practices and policies.
* Operates to help minimise and/or eliminates lost time injuries.
* Knowledge of WHS requirements.

**Responsibility 5: Workplace Behavior & Effective Communication**

**Performance Criteria:**

1. Effectively promote Council’s HR policies across the organisation;
2. Assist Council’s leadership teams in the promotion and application of Council’s values;
3. Provide leadership to the organisation around communication and compliance with Council’s Code of Conduct, including promotion of zero engagement in bullying, harassment, or discriminatory practices against team members and fellow staff.

**Expected Work Standard:**

* No violations of Code of Conduct or any other relevant Council policies.
* Paperwork and notification processes correct for absences and timesheets.

Skills, Knowledge and Qualifications

Some specific skills and knowledge are required to achieve the Performance Criteria of this role. This includes the following:

Essential:

* Previous experience coordinating human resources functions.
* Demonstrated high level ability to interpret and apply legislation and industrial agreements specific to the Queensland local government environment.
* Demonstrated experience with workforce development practices that value and encourage continual learning, carer pathways and professional development.
* Strong conflict resolution, negotiation and influencing skills with the ability to resolve disputes.
* Sound analytical and problem solving skills and the ability to think strategically.
* Ability to work independently and as a member of a team with limited supervision.
* Ability to multi-task, prioritise and meet agreed timelines.
* High level of IT literacy including working knowledge of the MS Office suite of programs.
* High level written communication skills including experience in producing reports, recommendations, policies, and other complex documents.

SELECTION CRITERIA

1. Relevant tertiary qualifications in Human Resources Management or a relevant discipline.
2. Demonstrated knowledge of all HR functional areas and extensive experience across functions including employee relations, HRM operations, recruitment, investigations, conciliation conferences/arbitration hearings, mediation and certified agreement negotiations.
3. Demonstrated experience developing and implementing HR policies and procedures in support of organisational strategies and plans.
4. Knowledge and experience of workforce planning and development.
5. Highly developed relationship building and influencing skills with the ability to deal with people on complex and sensitive issues.
6. Strong written and verbal communication skills, with experience writing effective reports and delivering presentations.
7. Working knowledge of MS Word, Excel, Outlook, Powerpoint.

**Signatures:**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

SALARY AND BENEFITS

Cash Salary - $46,000 (based on 3 days per week)

Other benefits:

* 5 weeks annual leave and leave loading
* Employer Superannuation Contributions – 12.5% of base salary based on employee also contributing 6%.