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| **Level:** | Level 5 | Department/Group: | Core Services |
| **Position Type:** | Full Time | Reports To: | Human Resource Manager / Works Program Manager / Asset Manager |
| Location: | Regional Office  | Employment Conditions: | Victoria Daly Regional Council Enterprise Agreement 2015-2017 |
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| **Special Requirements:** | **Prior to Commencement:**The occupant of this position must hold a current and valid: * Working with Children Clearance Card
* Australian Driver’s License
* National Criminal History Check - Issued within 3 months
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| Organisational Structure: | Position Liaises: |
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| Job Description |
| Role and ResponsibilitiesThis position will work in the areas of the Human Resources, Technical Operations and Asset departments by providing administration support, guidance and advice.  This position is responsible for * Develop and maintain effective partnerships with managers, agencies, HR service providers and other stakeholders, to assist in achieving the Council’s strategic objectives.
* In conjunction with the Human Resource Manager work closely with managers to build their understand and implementation of policies and procedures;
* Ensure compliance is met within the Human Resource Area;
* Promoting equality and diversity as part of the culture of the organisation;
* Assist in the recruitment of staff - this includes developing job descriptions, preparing advertisements, checking application forms, short listing, interviewing and selecting candidates;
* Manage all new employee commencements and provide accurate information to payroll;
* Assist in the development of policies and procedures for the whole Council.
* Provide advice on pay and other remuneration issues, including promotion and benefits;
* Assist in the management of the Organisational Chart and maintaining records relating to staff.
* Assist in the planning and sometimes delivering training, including inductions for new staff.
* Manage the Councils social media accounts including Website, Facebook & Twitter.
* Provide administration support to Technical Operations and Assets departments.
* Ensure the policies and procedures of the Council are adhered to and all resources effectively deployed.
* Maintain a safe working environment and ensure Occupational Health & Safety regulations are adhered to.

Qualifications and Education Requirements1. Tertiary qualifications in a related discipline (desirable).

Preferred Skills and Experience1. Ability to accurately input data into payroll system.2. Strong interpersonal skills, including high level written and oral communication and negotiation skills with an ability to relate to staff at all levels while providing an effective client service.3. Strong organisational skills and Time Management skills to ensure deadlines are met.4. Sound knowledge of Awards, Enterprise Bargaining Agreements and or Australian Workplace Agreement provisions. 5. Understanding of Human Resource Management principles and practices.6. Sound knowledge of the principles of Occupational Health & Safety.7. Extensive experience in performing administrative duties.8. Working experience in processing a computerised payroll system or similar. 9. Experience in data inputting and retrieving data information. 10. Experience in extracting and providing reports to management and other government agencies.Special Requirements* Criminal History Check (Recent within 3 months)
* A current driver’s licence
* Working With Children’s Card

Approval*The position holder’s employment conditions are as set out in the holder’s letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2015-2017.* **Russell Anderson – Chief Executive Officer** |
| Created: | July 2008 | Version:  | 4 | Reviewed: | February 28, 2017 |