



INFORMATION PACKAGE

POSITION VACANT

HR AND WHS COORDINATOR

REF NO: F133.01.221

CLOSING DATE: 12PM WEDNESDAY 7 FEBRUARY 2018

CONTENTS

- Position Description*
- Conditions of Employment*
- Organisational Chart*

Thank you for enquiring about this position. If, after reading the information package, you would like further information please contact Council's HR and WHS Coordinator, Helen Thompson on (02) 6380 1234.

Apply at <http://hilltopscouncil.applynow.net.au/jobs/91721>

BY: 12PM WEDNESDAY 7 FEBRUARY 2018

Boorowa

6-8 Market St
Boorowa NSW 2586
P: (02) 6380 2000
F: (02) 6380 1299

Harden

3 East St
Harden NSW 2587
P: (02) 6386 0100
F: (02) 6380 1299

Young

189 Boorowa St
Young NSW 2594
P: (02) 6380 1200
F: (02) 6380 1299

POSITION DESCRIPTION

POSITION TITLE HR AND WHS COORDINATOR	
Directorate:	Corporate and Community
Section:	Human Resources
Reports to:	Executive Corporate and Community
Direct Reports:	HR Officer and WHS Officer
Grade:	Grade 13 - \$1629.43 - \$1805.40 per week
Conditions of Employment:	Full time / 35 hours per week / nine-day fortnight NSW Local Government (State) Award 2017 9.5% employer superannuation contributions

PURPOSE OF THE POSITION

The HR and WHS Coordinator is responsible for managing the operational requirements of Council's HR functions including Work Health and Safety and for providing specialist HR/WHS advice to all levels of Council.

KEY ACCOUNTABILITIES

- Provide specialist and professional advice to senior managers and staff in relation to all HR matters, including current employment legislation and awards, employee relations, change management, HR Planning, performance management, training and Work, Health and Safety.
- Manage the recruitment, selection and appointment process ensuring compliance with Council policy and the Local Government Award.
- Provide leadership in HR matters and ensure they are aligned with Council's strategic and operational strategies.
- Lead, coach and motivate the HR team maximising the team's productivity/development.
- Provide supervision to the HR team members, ensuring workloads are managed and all objectives/deadlines met.
- Develop positive relationships with managers and supervisors to ensure effective delivery of HR initiatives and solutions.
- Manage all industrial relations matters, investigating and resolving all employee disputes and/or grievances.
- Review, modify and implement Council's HR policies and procedures, coordinating and providing training to management and staff as required.
- Liaise with and advise managers on employee performance counselling and the disciplinary processes.
- Manage WHS procedures and reporting systems to ensure regulation compliance.
- Monitor work cover claims and liaise with WHS Officer/s to support rehabilitation and return to work practices.
- Coordinate work-related investigations, audits and inspections and provide advice on appropriate corrective action, control measures and early intervention services.
- Review training and professional development opportunities including mandatory training for council staff.
- Monitor and coordinate staff training and development through the facilitation of staff annual performance reviews.

- Maintain training programs, resources and records; and coordinate and/or implement training activities.
- Undertake projects and activities as required by the General Manager.
- Oversee the HR/WHS Induction programs and coordinate for all new staff.
- Review and maintain Council's Workforce Plan.
- Provide input into Council's strategic and operational plans regarding HR functions and workforce planning.
- Implement and manage various HR initiatives/projects with a commitment to continuous improvement.
- Interpret the local government award and provide advice on employment conditions accordingly.

KEY MANAGERIAL ACCOUNTABILITIES (if Management role)

This position has managerial accountabilities over the HR Officer and WHS Officer. Leadership and organisational skills are required to supervise and control the HR section. This position is responsible for team building and development and for the achievement of a broad range of goals and objectives.

LIMITS OF AUTHORITY

This position will often make decisions without requiring further guidance from the next level of management.

SELECTION CRITERIA

Essential

- Tertiary qualifications in the HR field or significant experience in a HR leadership role.
- Strong interpersonal skills with the ability to develop and maintain positive working relationships with a diverse range of stakeholders.
- Proven high level HR advice and planning skills and experience implementing HR policies and procedures.
- Cert IV in Training and Assessment and/or the ability to establish and implement training plans incorporating appropriate training methodology to meet legislative standards.
- Proven extensive knowledge of related legislation and risk management principles and demonstrated ability to apply appropriate operational control measures.
- Demonstrated ability to interpret, apply and advise on safety and compliance policies, procedures and legislation.
- Demonstrated investigation, research, analytical and creative problem-solving skills in the provision of solution based strategic and operational business content.
- Ability to meet deadlines, prioritise work and adapt to an environment of changing priorities.
- Excellent communications skills with the ability to engage and influence across all levels of Council.
- Demonstrated experience supervising and leading a small team.
- High level computer skills and experience with Windows based packages including MS office suite.
- Class C Drivers Licence.

Desirable

- Previous experience in local government or other government agency.
- Completion of relevant tertiary qualifications in safety, risk and compliance or an equivalent combination of business knowledge, training and experience is highly desirable.

ORGANISATIONAL ACCOUNTABILITIES

Workplace Health and Safety	'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety
Code of Conduct	Council's Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.
Equal Employment Opportunity	Hilltops Council supports a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.
Policies and Procedures	Comply with all Council's Policies, Management Guidelines and Procedures.
Customer Service	<ul style="list-style-type: none">• Provide effective service to Council customers and the community.• Provide effective service to internal customers.• Present a positive image of council.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with requirements of the position and will abide by Hilltops Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

Signature:

Date:



CONDITIONS OF EMPLOYMENT

Position	HR and WHS Coordinator
Ref No	F133.01.221
Grade	Grade 13
Salary Range	The salary range for this position is \$1629.43 to \$1805.40 per week plus 9.5% superannuation.
Award	Local Government (State) Award 2017
Employment Status	Full Time
Probation	An offer of employment will be subject to a probationary period of 12 weeks. Subject to satisfactory performance, employment will be confirmed at the end of the probationary period.
Hours of Work	35 hours per week
Pre-employment Medical	Applicants may be requested to undertake pre-employment medical assessments at Council's expense to determine that the applicant is safely able to undertake the duties of the position.
Leave entitlements	<p>4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12-month service period and accumulates from year to year.</p> <p>3 weeks sick leave on commencement, which includes provision for carers leave.</p> <p>Additional 3 weeks accumulated on each anniversary of appointment.</p> <p>Other leave provisions as per Local Government (State) Award 2017.</p>



Hilltop's Structure by Service

