

| 1. POSITION DETAILS | | | |
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| Position Title | Human Resources Coordinator | Designation & Classification Level | RGRC Level 5 |
| Position No | 1219 | Directorate | Corporate Governance |
| Division | Human Resources | Date Created | 20 th October, 2010 |
| Location | Katherine | Date Approved | 25 th October, 2010 |
| Reports To | Senior Human Resources Coordinator | Version Date | 23/11/17 |
| 2. POSITION CONTEXT | | | |
| Council Overview | <p>The Roper Gulf Regional Council provides a range of services over an area that spans 185,000 sq km (80% the size of Victoria) that covers the region east and southeast of Katherine, Northern Territory. The total estimated resident population of the Council is 6,919.</p> <p>Roper Gulf Regional Council incorporates eleven main communities and delivers services such as: Council Administration; Waste Management; Municipal Services; Sport & Recreation; Aged Care; Child Care; Youth Services and Juvenile Diversion; Libraries; CDP Programs; Power, Water and Sewerage Maintenance; Repairs and Maintenance and Tenancy Management; Night Patrol, Civil Works, and many more.</p> <p>The Council's mission statement is: "Working as one towards a better future through effective use of all resources". This serves to give strategic direction to the Council's service delivery and its partnerships with the NT and Australian Governments and other stakeholders.</p> <p>The overall vision of Roper Gulf Regional Council is to be a sustainable, viable and vibrant leader in improving the quality of family and community life in the Northern Territory.</p> | | |
| Principal Objectives | <p>The Human Resources Coordinator facilitates the achievement of Council's objectives through the provision of high quality human resources support to Council managers and employees</p> <p>The Human Resources Coordinator contributes to a sustainable, viable and vibrant Council through:</p> <ul style="list-style-type: none"> • Maintaining the data integrity upon which Council will rely • Providing high quality, timely and reliable Human Resources support to both internal and external stakeholders • Supporting for continuous improvement initiatives • Representing Council in a professional manner • Developing and supporting best practise human resources policy and process • Promoting the values, vision and mission of Council | | |
| Major Challenges | Delivering high quality human resources support in a geographically dispersed and culturally diverse environment. | | |
| Key Interactions/ Relationships | <ul style="list-style-type: none"> • Human Resource Manager • Senior Human Resource Coordinator • Human Resource team members • RGRC Directors, Managers & employees | | |

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| Special conditions | <ul style="list-style-type: none"> • An incumbent may be required to drive considerable distances in the course of their duties and must possess a current Class C Drivers Licence with manual driving ability • Some out of hours work, and occasional intrastate travel necessitating overnight absences may be required • The incumbent may be assigned to other areas to perform work of a similar nature appropriate to the classification on a temporary or continuing basis. • It is a condition of employment with Roper Gulf Regional Council that you must; <ul style="list-style-type: none"> - Complete a Criminal History Check annually as required through out the period of employment through the HR Department |
| Authority to Act / Delegations | <ul style="list-style-type: none"> • Financial Delegations – Nil |
| 3. KEY RESPONSIBILITIES | |
| Recruitment | <ul style="list-style-type: none"> • Support the recruitment process in an effective and efficient manner • Provide professional support, advice and coaching to staff and management regarding recruitment process and policy • Contribute to maintaining and developing best practice principles for recruitment policy and process |
| Position Description / Job Evaluations | <ul style="list-style-type: none"> • Review position descriptions in line with organisational change and designated review dates • In conjunction with the responsible manager develop position descriptions for new Council positions • Ensure appropriate grading of Council positions according to the grading process utilised by Council |
| Employee and Industrial Relations | <ul style="list-style-type: none"> • Provide support for HR Manager and Senior HR Coordinator to provide high quality employee and industrial relations • Support Council organisational change management |
| Human Resource Systems | <ul style="list-style-type: none"> • Maintain the data integrity of the human resources information systems |
| Policies and Procedures | <ul style="list-style-type: none"> • Ensure manager and employee understanding and compliance with all Council policy and procedure • Contribute to the development, implementation and review of human resources policy and procedure |
| Human Resource Reporting | <ul style="list-style-type: none"> • Provide accurate human resources reporting aligned to business needs and as required |
| Performance Management | <ul style="list-style-type: none"> • Support the performance management process in an effective and efficient manner • Provide professional support, advice and coaching to staff and management regarding performance |

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| | <p>management.</p> <ul style="list-style-type: none"> Contribute to maintaining and developing best practice principles for performance management policy and process |
| WHS | <ul style="list-style-type: none"> Take reasonable care of his or her own health and safety Take reasonable care for the health and safety of persons who may be affected by the employees acts or omissions at a workplace Cooperate with his or her employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act or Regulation Ensure that all requirements of Work Health and Safety, EEO and other policy, legislative and regulatory responsibilities are observed by Council staff and contractors engaged by Council. |
| Other | <ul style="list-style-type: none"> Other reasonable duties as directed by the Human Resources Manager or the Senior Human Resources Coordinator. Report all maintenance and repair requirements to the Human Resources Manager or the Senior Human Resources Coordinator. Maintain the confidentiality of all human resources information and Council business information Undertaking such training that the Council require you to undertake. All other duties and tasks that the Council lawfully and reasonably requires |

4. POSITION SKILL/KNOWLEDGE/EXPERIENCE SELECTION CRITERIA

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| SELECTION CRITERIA | <ul style="list-style-type: none"> Tertiary Qualifications in Human Resource Management or minimum two years experience in a similar role. Demonstrated knowledge and understanding of contemporary HR issues and practices. Demonstrated capacity to develop, interpret and successfully implement HR policies/strategies/projects. Demonstrated ability to interpret and advise on industry awards, agreements and relevant legislation. Demonstrated ability to effectively provide professional advice to managers and staff involving policy and procedure as well as HR practices and principles. Excellent verbal and written communication skills – a positive and encouraging interpersonal style. The ability to develop quality correspondence and reports and a high degree of computer literacy. Demonstrated ability to work constructively in a small team supporting team members whilst taking responsibility for organising own work. Adaptable and flexible in managing work situations and responding to changing work priorities |
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| | <ul style="list-style-type: none"> • Understanding and genuine appreciation of Indigenous culture. • Demonstrated commitment to Equal Employment Opportunity, Workplace Health and Safety and Cultural Diversity principals. • Minimum of a "C" class NT Drivers licence with a manual driving capability. • Prior to employment with Roper Gulf Regional Council you must obtain the following; <ul style="list-style-type: none"> - Undertake a new criminal history check at commencement of employment with RGRC - Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship) | | |
| Desirable | <ul style="list-style-type: none"> • Batchelor Degree in Human Resource Management. • Previous experience in a similar position within the NT Territory Local Government system. | | |
| 5. ACKNOWLEDGEMENT | | | |
| Appropriate delegate / director or manager | | Date: | Signature: |
| Employee Name | | Date: | Signature: |
| Revisions Due Date: | 23/11/19 | | |