

POSITION DESCRIPTION

Position Title	Human Resource Advisor
Position Number	SF-12-2
Grade	G14
Reports To	Manager Human Resources
Division	General Manager
Hours	70 per fortnight
Award	Local Government (State) Award
Budget	Nil
Staff Responsibility	None

Position Purpose

To provide human resource services and advice to Council and undertake specific projects relating to the human resource function.

1. Selection Criteria

Essential Criteria:

- 1.1 Relevant qualifications in a Human Resource Management field
- 1.2 Significant experience working in a Human Resource Generalist environment
- 1.3 Sound knowledge of Federal, State and Local Legislation relating to Local Government employment issues
- 1.4 Computer literacy with competence in the use of Microsoft applications including word processing, spreadsheets and databases
- 1.5 Advanced communication skills both written and verbal
- 1.6 Ability to forge positive and productive working relationships
- 1.7 Knowledge of best practice Human Resources trends

Desirable Criteria:

- 1.8 Cert IV in Training and Workplace Assessment
- 1.9 Experience working within a Local Government environment

2. Key Relationships

Work within a team to provide HR advice to staff and managers. Work with external parties such as Union representatives and legal advisors in relation to IR issues. Build external relationships with schools, local employers and consultants to support work experience and return to work type programs.

3. Principal Responsibilities

3.1 Recruitment & Selection

Provide advice & support to Managers on Recruitment & Selection matters
Coordinate the administrative function of the Recruitment, Selection & Placement process
Maintain databases and statistical information relating to Recruitment & Selection
Promote and implement best practice methods of Recruitment & Selection
Coordinate work experience and placement programs across all Council areas and maintain related spreadsheets

3.2 Reporting

Collect and collate HR statistical data
Maintain HR reporting systems such as monthly KPI reports, quarterly and annual reports
Participate in ad-hoc HR reporting requests from management and external parties (Council groups, LGSA etc)

3.3 Performance Management

Provide advice & support to Managers in relation to Performance Management and IR issues
Maintain and update the Performance Evaluation database
Conduct and coordinate workplace investigations where required
Coordinate and maintain the Competency Assessment process

3.4 HR Generalist functions

Provide Award/Agreement and policy interpretation advice
Update policies and draft new policies where required
Manage Council's Job Evaluation System (e-COMP Local Government Job Evaluation System)
Develop and conduct training and information sessions as required, including online training programs
Project manage HR related projects as required

4. Performance Planning Accountabilities

- Accurately and timely reporting on a monthly, quarterly and yearly basis.
- Use the monthly performance review as a tool to provide integrated solutions and improvements across business units, where possible.
- Develop and contribute to actions and targets in the Operational Plan each year.
- Assist Corporate Planning in reviewing the Community Strategic Plan, Delivery Program, Operational Plan and Suite of Integrated Planning Documents by providing information and feedback where required.
- Ensure all reporting officers in your business unit have been trained in the Performance Planning system.
- Ensure reporting officers in your business units are aware of what data is required and how to obtain this data for each of their performance reports.

5. Risk Management

Worker Risk Responsibilities

Staff are required to act at all times in a manner which does not place at risk the health and safety of themselves or any other person in the workplace. Staff should provide input into various risk management activities. Staff are responsible and accountable for taking practical steps to minimise Council's exposure to risks including contractual, legal and professional liability in so far as is reasonably practicable within their area of activity and responsibility.

6. Work Health Safety

Worker WHS Responsibilities

- Comply with all Council safe work policies and procedures and any reasonable safety instructions given by your Manager or supervisor.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others and report any potential hazards, incidents or injuries to your manager/supervisor.
- Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with Work Cover requirements.
- Participate and assist in achieving set WHS targets and target completion times.
- Support Rehabilitation in the workplace.
- Attend all relevant safety training and information sessions provided.

7. Energy & Water Commitment Statement

Employees Responsibilities

Staff are responsible for taking practical steps to reduce Council's energy and water use within their activity and responsibility.

8. Child Related Position

Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

9. Record Keeping

To accept and undertake the requirements and obligations for effective recordkeeping as outlined in the document 'What have records got to do with me?' and to ensure the creation, careful handling and preservation of records which are entrusted to my care, as an employee of council.

10. Signatories

I agree this position description accurately reflects the duties and responsibilities of my role:

Name: "<Type Name>"

Sign:

Date: <Date>

Managers Name: "<Type Name>"

Sign:

Date: <Date>