

Position Description

People and Culture Assistant

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: September 2018

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 1
Position limit within salary system: (20 Grade structure)	Grade 4 - Entry to Step 4
Status of position:	Fixed term appointment
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Office of the General Manager
Unit:	People, Culture and Safety
Team:	N/A
Work base:	Grafton
Position responsible to:	Senior Coordinator People, Culture and Safety
Level of support and supervision:	High
Level of personal management	Medium
Level of teamwork required:	High
Supervision of staff:	N/A
Internal contacts:	All staff within Council
External contacts:	Corporate

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent use of computer keyboard

Lengthy periods of sitting

Purpose of the position

To support the Senior Coordinator People, Culture and Safety in the achievement of Section objectives.

To support People and Culture team members through the provision of high quality administrative support, to ensure efficient delivery of human resource management functions.

Major duties and responsibilities

Provide a reception point for People, Culture and Safety

Perform administrative support functions for the Coordinators and team members as required

Liaise with staff on behalf of the Coordinators and team members

Provide a customer service function to internal and external clients through the provision of information relating to People and Culture to the extent of own authority and knowledge

Maintain the integrity of personnel records, including computerised records

Organise activities, events, training and meetings and arrange catering as required

Maintain confidentiality, tact and diplomacy in relation to all matters associated with the position

Undertake research associated with the position as directed

To ensure the accurate maintenance of People and Culture data and records

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

TAFE or equivalent studies in a relevant field; **or** equivalent relevant industry experience

Sound understanding of customer service principles

Experience

Demonstrated experience in reception and administrative support duties

Previous experience in a role requiring tact and confidentiality

Position related skills

Demonstrated ability to apply attention to detail and accuracy in work undertaken

General or well developed computer literacy including basic proficiency in Microsoft word

Essential selection criteria

Well developed communication skills (written, verbal and interpersonal)

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

TAFE or equivalent studies in Human Resources

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Demonstrated experience in a human resource related position

Position related skills

Intermediate proficiency in Microsoft Word and Basic proficiency in Excel and PowerPoint

Ability to draft routine correspondence with minimal instruction

Minute or note taking experience and transcription skills

Other features of this position may include

Not applicable

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date
Employee
