



## INFORMATION PACKAGE

### POSITION VACANT

#### HUMAN RESOURCES ASSISTANT (FIXED TERM - MATERNITY LEAVE RELIEF – MINIMUM 9 MONTHS)

REF NO: ESC372

CLOSING DATE: 4.30PM WEDNESDAY 28 OCTOBER 2020

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Thank you for enquiring about this position.  
If, after reading the information in this package, you would like further information please contact Jenny Nardusso on 02 4474 1225



**Collaborative Respectful Team Spirit Professional Open + Trusting**



## Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)

## Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

## Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.

## Position Description

# Human Resources Assistant


Position Code	574 – Fixed Term
Division	Organisation Development
Location	Moruya Administration Offices
Band/Level	Administrative / Technical / Trades Band 2 Level 1

## Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

 <b>Our values</b>	<b>We collaborate</b>	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	<b>We are respectful</b>	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	<b>We show team spirit</b>	We nurture and value our relationships, bringing out the best in each other.
	<b>We are professional</b>	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	<b>We are open and trusting</b>	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

## Primary purpose of the position

To provide generalist HR and recruitment services as part of the Organisation Development team.

## Main duties and key result areas (KRAs)

1. Provide excellent recruitment services to the organisation.  
*KRA: All recruitment processes (and associated paperwork) are conducted to professional standards and in accordance with Council's policy and procedures.*
2. Provide assistance with Payroll processing and enquiries.  
*KRA: Payroll calculations and checking are accurate and within required timeframes. Customer enquiries are addressed with courtesy.*
3. Provide administrative assistance for HR processes and procedures including:
  - administering the onboarding process
  - administering the offboarding process
  - assisting with staff induction where required
  - administering employee rewards/recognition and long service awards
  - administering criminal and working with children checks
  - administering vaccination programs
  - assisting with policy/procedure updates*KRA: All processes (and associated paperwork) are conducted to professional standards.*
4. Administer Council's work experience program.  
*KRA: Work experience requests are dealt with in a professional and timely manner with as many placements arranged as possible.*
5. Assist in the organisation of HR related events and meetings.  
*KRA: Consistently reliable assistance provided for HR related events and meetings.*
6. Provide quality customer service to all staff and external stakeholders.  
*KRA: HR Team members, Council staff and members of the public receive relevant information accurately and promptly while maintaining appropriate standards of confidentiality*
7. Follow EEO and diversity principles and practices.  
*KRA: Work practices are compliant with EEO and diversity policies and procedures.*
8. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.  
*KRA: Legal requirements met and Council's WHS policies and procedures complied with.*

## Qualifications/Experience (Selection Criteria)

### Essential

1. Knowledge of and experience across a range of Human Resources functions and responsibilities with a particular focus on recruitment and payroll.
2. Highly organised with a capacity to multitask in a busy environment while maintaining high levels of client and organisational confidentiality.
3. Demonstrated experience in providing high levels of customer service.
4. Well developed written and oral communication skills.
5. Knowledge of and experience in administrative processes and procedures including record keeping.
6. Demonstrated capacity to work harmoniously and constructively within a team environment.
7. Computer literate in a range of the Microsoft suite of applications.
8. Demonstrated experience using Human Resource Information Systems with proficiency in data entry, an aptitude for maths and an eye for detail.
9. Willingness and ability to follow EEO and diversity principles and practices.
10. Knowledge of or the ability to learn and undertake the legal WHS requirements imposed on employees and a demonstrated knowledge of, or ability to quickly gain knowledge of Council's WHS policies and procedures.

### Desirable

1. Previous experience with e-recruitment.
2. Previous experience with TechnologyOne Human Resource Information Systems.

*Appointment to this role is dependent on an assessment of the results of a National Criminal History Record Check*

**The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.**

**EMPLOYEE:** Position Vacant  
**SUPERVISOR:** Jenny Nardusso – Senior HR Officer  
**DATE:** October 2020

## CONDITIONS OF EMPLOYMENT

Position Title:	Human Resources Assistant
Reference Number:	ESC372
Grading:	Grade 8 of Council's salary system
Salary Range:	<p>In the range of \$1,198.17 to \$1,276.67 gross per week comprised of:</p> <ul style="list-style-type: none"><li>* \$1,094.22 to \$1,165.91 base salary, plus</li><li>* \$103.95 to \$110.76 superannuation (calculated at 9.5%)</li></ul>
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.

## CONDITIONS OF EMPLOYMENT

**Hours of Work:** This is a fixed term placement to cover a period of maternity leave. The duration of the placement is dependent on the leave arrangements of the current staff member. It is expected commencement will be in late December 2020 and continue until early October 2021.

Hours of work are full-time, 35 hours per week.

Office hours are:

8.30am to 4.30pm

Monday – Friday

ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

**Location:** Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.

**Leave Entitlements:** Pro rata of full time entitlements will apply. Full time entitlements are 4 weeks annual leave per full year of service and 3 weeks sick leave.

ESC is committed to a safe and mentally and physically healthy workplace environment.

Council is an equal employment opportunity employer with a smoke free work environment.

We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

## EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

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# EUROBODALLA SHIRE COUNCIL

## DIVISION CHART

