

# Position Description

## CORPORATE INFORMATION

<b>Position title</b>	Officer – Administration (People and Organisational Development) – Fixed Term		
<b>Directorate</b>	Office of the CEO	<b>Branch/Section/Unit</b>	People and Organisational Development
<b>Position number</b>	1330	<b>Level</b>	3
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
<b>Line manager</b>	Senior Specialist – People and Organisational Development		
<b>Direct reports</b>	N/A		

## SCOPE OF POSITION

### Position Summary

Provide a high level of administration support to the People and Organisational Development branch.

### Expected Deliverables/Key Responsibilities of the Role

- Provide administration support to the People and Organisational Development Branch, which includes Organisational Development, Human Resources, Work Health and Safety and Payroll.
- Ensure up to date maintenance of learning and development competency database and maintain annual learning and development calendar.
- Ensure the quality and accuracy of outgoing and published documents.
- Assist in the collaboration of branch reports.
- Monitor the progress of recruitment and on-boarding processes to ensure timely delivery in conjunction with the HR Advisors.
- Provide support to People and Organisational Development projects and tasks as directed within required timeframe.

### Mandatory Licences/Competencies Requirements

- Queensland 'C' Class driver's licence or above that is current and maintained.

### Essential Knowledge/Skills/Qualifications Criteria

- Demonstrated high level communication skills and ability to develop effective working relationships with a variety of stakeholders.

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- Exceptional administration skills with a demonstrated ability to use MS Word, MS Excel and MS Outlook.
- Ability to maintain confidentiality at all times.

## Desirable Knowledge/Skills/Qualifications Criteria

- Demonstrated experience and commitment to continuous improvement principles.
- Advanced operation of InfoXpert, Authority and MS Office suite or similar.
- Previous experience in a human resources or similar environment.

## Physical Requirements of the Position

*Note: Applicants with disabilities will be considered on a case by case basis.*

- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg.
- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

## Special Requirements

- Occasional out of hours work (including weekends).
- Occasional intrastate travel.

## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

#### Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

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## Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

## Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

## Council's Vision

To be the *natural* choice to live, work and play.

## Council's Values

**Accountable** – we take responsibility for our actions. We will be accessible and fair.

**Consistent** – our actions will reflect Council's guidelines and practices at all times.

**Appreciative** – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

**Communicative** – we will keep people informed, consult with the community and will actively listen to and respond to their input.

**Respectful** – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

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## POSITION APPROVAL AND ACCEPTANCE

### Approved by

Name		Position	
Signature		Date	

### Accepted by

Name			
Signature		Date	

*The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.*