

# Position Description



<b>Position Title:</b>	People & Culture Officer
<b>Position Number:</b>	HRPR01
<b>Purpose of Position</b>	The People & Culture Officer is responsible for providing support and assistance across a range of human resources services with a primary focus on the day to day coordination of Councils recruitment process.
<b>Grade of Position:</b>	<b>Band 4</b>  May be responsible as a co-ordinator for the operation of a small section, the position completes tasks requiring specialised technical/administrative skills.
<b>Hours of Work:</b>	35 hours per week
<b>Department:</b>	Corporate
<b>Section:</b>	People & Culture
<b>Position Reports to:</b>	Team Leader, People Strategy and Business Partnering
<b>Number Supervised:</b>	0
<b>Approved by:</b>	Director Corporate, August 2021

## CONTACTS

### Key Contacts Within Department

- P&C team
- Managers
- Staff

### Key Contacts in Other Departments`

- Directors
- Managers
- staff

### Key Contacts Outside Council

- Local Government NSW
- Professional Consultants/Contractors

**Budget Allocation:** Nil

**Delegations** TBA

## EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name:

.....

Signature:

.....

Date: .....

## GENERIC OUTPUTS OF POSITION

- **Comply with WHS Legislation, Policies and Procedures**
  - Maintain a high standard of housekeeping and a safe work area
  - Identify and report all Hazards for your area
  - Wear required Personal Protective Equipment (PPE)
  - Participate in the development and review of Risk Assessments
  - Adhere to control measures and safe systems of work
  - Report all Incidents and Near Misses
  - Meet reporting timeframes
  - Comply with the Return to Work Program
- **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
  - Act to prevent workplace harassment, discrimination and bullying
  - Report known incidents of workplace harassment, discrimination and bullying
- **Comply with Council's Code of Conduct and Values**
  - Comply with Council's Statement of Business Ethics
  - Behave ethically and transparently
  - Contribute towards the achievement of Council's strategic plans
  - Lead by example
  - Support sustainable programs and activities
  - Learn and comply with Council's strategies, policies and procedures
  - Act with care for the local environment and community
  - Take responsibility for your actions
  - Care for Council's people, assets and finances
  - Use and maintain Council's corporate systems
- **Comply with Document Storage Legislation and Procedures**
  - Store and maintain corporate records in Council's electronic document records management system in accordance with relevant standards, procedures and the State Records Act
- **Perform as a Team Member**
  - Productively contribute to the outcomes of work teams
  - Work cooperatively with team members and supervisor
  - Maintain an attendance record that contributes positively to team productivity
  - Carry out allocated tasks to standards required
  - Use good judgement and problem solving skills
  - Obey all lawful instructions
  - Attend and positively contribute to team meetings
  - Work cooperatively to achieve Work Plan timeframes and measures
  - Regularly review with supervisor own performance against required outcomes
  - Complete an annual performance assessment and Work Plan
- **Complete required learning and development programs**
  - Learn and share knowledge
  - Complete induction/re-induction program
  - Complete job-specific training programs
  - Complete relevant legislative-based training
  - Apply learning, knowledge and skills to enhance team performance
- **Comply with Council's Customer Service Policy and Standards**
  - Be accessible and provide customers with clear and accurate information
  - Deliver timely, punctual and reliable service to customers
  - Communicate with customers in a professional and courteous manner
  - Maintain a good flow of communication with customers
  - Manage customer enquiries, records and complaints
  - Complete all paperwork and on-line recording within required time limits
  - Maintain a high standard of personal grooming and hygiene
- **Maintain Workplace Security**
  - Adhere to procedures for accessing and securing premises, keys, plant, vehicles, equipment, information and cash

## CRITERIA TO BE ADDRESSED IN YOUR APPLICATION

### ESSENTIAL CRITERIA

- Certificate or diploma in Human Resources or a related field;
- Extensive experience in the day to day coordination of the end to end recruitment process for a medium to large organisation;
- Experience in the provision of generalist human resources functions including; payroll, employee relations, and learning and development;
- Demonstrated knowledge of relevant employment and industrial legislation;
- Experience in the practical aspects of Human Resources Information Systems;

### REQUIRED SKILLS AND KNOWLEDGE

- Proven adaptability and flexibility to accommodate change and provide responsive services to meet customer needs;
- Demonstrated problem solving skills coupled with strong attention to detail and accuracy;
- Demonstrated written and verbal communication together with highly developed interpersonal skills;
- Demonstrated ability to operate as a member of a team which has diverse and demanding responsibilities;
- Proven organisational and time management skills;
- Demonstrated knowledge and experience in the use of word processing packages, database, spreadsheet and e-mail applications;
- Knowledge of and commitment to Work Health & Safety and Equal Employment Opportunity Principles;

### DESIRABLE CRITERIA

- Experience working within Local Government
- Experience working with TRIM or an equivalent Electronic Data Management System

## OPERATIONAL OUTPUTS OF PERSON IN POSITION

The People & Culture Officer is responsible for providing support and assistance across a range of human resources services with a primary focus on the day to day coordination of Councils recruitment process.

Key outputs of the position include;

- Day to day coordination of Councils Recruitment function
- Responding to routine employee relations enquires
- Maintenance of Councils HRIS and HR related systems
- Drafting employment related documentation including; letters of offer, variations to employment conditions and position descriptions
- HR administration
- HR projects support
- Providing support and assistance to the Strategic Partner – People & Culture
- Participation in process improvement within the People & Culture business unit
- Contributing to statistical and statutory reporting requirements
- Providing internal advice and consultancy to staff and management
- Other duties as required by the Team Leader, People Strategy and Business Partnering