

POSITION DESCRIPTION

Position Title	Human Resources Officer	
Division	General Manager Division	
Group	Human Resources	
Responsible to	HR Systems and Operational Improvement Manager	
Position Supervises	Direct: 0 Indirect: 0	
Position No.	TBC	
Status	Permanent Full-Time	
Hours	35 hour week	
Salary	\$65,907 - \$73,882 pa	Band/Level: 2-1
Allowances	As applicable to the position	
Motor Vehicle	N/A	
Pre-employment checks Legislative requirements	<input type="checkbox"/> Working with Children Check <input type="checkbox"/> Police Check <input type="checkbox"/> Pre-employment medical <input type="checkbox"/> Other: _____	
Date reviewed: October 2017		Reviewed by: Group Manager Human Resources

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

Within a team environment, and reporting to the HR Systems and Operational Improvement Manager, the Human Resources Officer provides administrative support to the Human Resources Group.

The Human Resources Officer has strong relationships with Council staff at all levels and is responsible for day to day HR transactional process administration including general correspondence and processing forms and invoices; systems administration, maintenance, testing and reporting; and HR project administrative support.

Working closely in an administrative team, you assist to develop, implement and manage processes to ensure the ongoing efficiency and effectiveness of the HR transactional administration functions while providing the highest level of customer service. The administrative functions are rotated between other HR Admin Officers within the HR Group and you must be agreeable and flexible with this practice to ensure a responsive customer service.

The role also provides administrative support to the Group Manager Human Resources.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Demonstrated experience within a human resources environment in providing high level group administrative support
2. Highly developed organisational skills and time management skills
3. Demonstrated ability to work across a range of administrative tasks.
4. Excellent customer service skills, including providing clear, accurate and timely information and advice.
5. Commitment to working in a team environment and multi-skilling.
6. Advanced computer skills and ability to use a range of computer applications.
7. Current Class C (minimum) NSW Driver's Licence.

Desirable Criteria:

1. Relevant tertiary qualification in Human Resources or related field

Skills and Knowledge:

- Behaviour that positively demonstrates Council's values of: flexibility, integrity, respect, and spirit of team
- Demonstrated commitment to customer service, continuous learning, EEO, Workplace Health and Safety and ethical principles
- Self- motivated, pro-active and ability to work independently
- Positive attitude with the desire to improve processes and procedures
- Excellent verbal and written communication skills
- Experience in data entry, storage retrieval and management
- Ability to work with people at all levels
- Behavioural characteristics of empathy, and calmness under pressure

- Professional approach and ability to maintain confidentiality

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Administration

Provide and undertake various administrative support duties in accordance with Inner West Council standards and business rules such as:

- Data-entry, including processing, reporting, manipulating, cleansing, interrogation
- Prepare routine correspondence including letters, e-mails, forms, faxes, memos.
- Meeting support, such as meeting coordination, minutes and agenda compilation, and distribution
- Records management, scanning, electronic and manual filing, photocopying etc.
- Diary management where required
- Monitor and maintain equipment supplies, including stationery
- Manage mail and courier deliveries
- Dispatch incoming calls appropriately including take messages and take resulting actions where required
- Assist in event management and preparation where required
- Provide advice and assistance to customers on the processes and services undertaken by the Group
- Complete Tech 1 requisitions
- Administration and facilitation of training support activities including the registration of internal and external training, room bookings and catering
- Assist in the management of recruitment and appointment processes
- Assist in the implementation of the training schedule by managing communication with course participants, staff, managers, and training providers
- Administer and coordinate reports on the allocation of the centralised corporate development budget
- Assist in the preparation of high quality management reporting on a range of HR matters
- Carry out data collection as required and ensure that information is interpreted accurately and stored appropriately

Network and Professional Development

- Develop and maintain co-operative, appropriate and effective working relationships with internal and external stakeholders, with a demonstrated commitment to excellence.
- Maintain effective probity and anti- corruption measures
- Maintain confidentiality of all employee matters and information

Advice and Reporting

- Provide clear, concise and appropriate advice and recommendations to the Manager and other relevant staff in a timely, and accurate manner
- Support senior management and contribute positively to performance of the team and Group in delivering corporate performance requirements, outcomes and specified outputs
- Ensure that the Manager is informed of any issues which may affect staff and/ or the delivery of Human Resources service
- Review, generate and prepare reports and analyses as required

Systems, Policies and Procedures

- Assist with documenting and managing business rules and documents
- Assist with the implementation of systems, policies, procedures and operational standards to enhance the effective and efficient administration and customer service delivery for the Human Resources Group
- Contribute to the review, development and improvement of work systems and practices of the team to enhance customer service, meet customer needs and further refinement of the service/ process where appropriate

WHS and Legislation

- Maintain a clean and safe work environment while complying with safety policies and procedures
- Comply with statutory and regulatory requirements and standards
- Exercise Work, Health, and Safety responsibility, accountability and authority as outlined in WH&S procedures

Business Excellence

- Take personal responsibility for behaving in accordance with the organisations' values and directions
- Actively participate in continuous improvement of systems, procedures, organisational culture and cross organisational communication and activities. This will be done through the Business Excellence Framework as the basis for continual improvement and change
- Remain aware of relevant innovation and industry trends and issues and implement relevant changes to the workplace to ensure Council achieves best practice and strategic objectives.

**While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).*

KEY RELATIONSHIPS:

Internal: WHS/Injury Management Manager, Group Manager Human Resources, HR business partnering teams, HR Managers and specialist HR teams, Leadership Team and staff; Finance and Procurement teams

External: Training Providers, Venue Hire Facilities, Catering Suppliers, Stationery Suppliers

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation 	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> Training records
<ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> Training records. Supervisor site inspection records
<ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, _____ have read and understood the position description for the **Human Resources Officer** as detailed in this document.

Signature:

Date: / /