

# Position Description



<b>POSITION TITLE</b>	Human Resources Administration Assistant				
<b>REFERENCE/POSITION NUMBER</b>	HRE0024				
<b>DEPARTMENT</b>	Office of the General Manager				
<b>ACCOUNTABLE TO</b>	Manager Human Resources				
<b>SUPERVISOR</b>	Manager Human Resources				
<b>DIRECTLY SUPERVISES</b>	0				
<b>INDIRECTLY SUPERVISES</b>	0				
<b>VOLUNTEERS SUPERVISED</b>	0				
<b>GRADE</b>	6	<b>STATUS</b>	Temporary	<b>TYPE</b>	Part time
<b>HOURS</b>	14	<b>LOCATION</b>	Administration Building		
<b>MOBILE PHONE</b>	No	<b>LAPTOP</b>	No		
<b>VEHICLE</b>	No vehicle				
<b>LAST UPDATED</b>	4/06/2019				



**RESPECT**

We treat others as we expect to be treated - in a fair and professional manner.



**INNOVATION**

We champion change in order to provide superior services to our community.



**INTEGRITY**

We are open, honest and ethical in our behaviours - at all times.



**TEAMWORK**

We are one team - working together with trust and commitment to achieve shared goals.



**EXCELLENCE**

We aspire to be the best - in everything we do.

**ONE COUNCIL, ONE TEAM. THE RIITE WAY**

## OBJECTIVES

- To support to the Human Resources section, including Human Resources, Risk Management and Organisational Development to deliver on program of works.

## SELECTION CRITERIA

### ESSENTIAL

- Experience in an Administration role within Human Resources, Payroll, Organisation Development or Risk Management.
- Experience drafting correspondence, reports and minutes.
- Proficiency in MS Office Suite.
- Strong analytical and written communication skills.
- Ability to manage multiple projects and work under pressure.
- Ability to work as an effective team member or independently as required.

### DESIRABLE

- Class C Driver's Licence.
- Qualifications in (or working towards) Human Resources or related discipline.
- Experience in Local Government.
- Experience using electronic recruitment systems, Authority, TRIM Data Management System.

## DUTIES

- Provide a high level of customer service via phone, email and in person as the first point of contact for all Human Resources enquiries
- Provide administration support to the Manager Human Resources and Human Resources, Risk Management and Organisational Development teams, including but not limited to:
  - Maintain and audit Council's Human Resources Information System (HRIS);
  - Maintain Council's Human Resources protocols, policies and procedures;
  - Draft correspondence, reports, minutes and other associated information;
  - Maintain Council's probationary and competency review process;
  - Assist with purchasing goods and services;
  - Maintain Human Resources, Risk and OD sections of the internet and Intranet;
  - Process work experience requests and placements;
  - Register documents into Council's document management system;
  - Collate employee surveys (including exit interviews);
  - Prepare Human Resources monthly reporting with input from teams;
  - Act as minute taker for various committees, meetings and interviews;
  - Arrange catering, booking of rooms, setup and pack down for meetings, interviews and training;
  - Coordinate learning and development invitations and learning and development records keeping;
  - Maintain councils e-recruitment system;
  - Maintain Council's Criminal Record Check and Working with Children Check registers;
  - Assist with Council's Key Register and employee security onboarding (ID Access Cards, Alarm codes, etc)
- Work collaboratively within Council's Human Resources team
- Assist the Manager HR and Coordinators within the HR team with projects as required

## CORPORATE RESPONSIBILITIES

### RESPECT AND DIGNITY

All employees are required to:

- Promote respect for others and fairness and equity, acting in accordance with principles of EEO and Anti-Discrimination
- Demonstrate respect for others and contribute to a positive work environment
- Take appropriate action to prevent bullying, harassment and discrimination of others
- Identify and minimise exposure to risk for self and others

### INTEGRITY

All employees are required to:

- Comply with the Code of Conduct and all relevant legislative requirements, Council plans, protocols, policies and procedures
- Work within budget and time constraints to optimise outcomes while balancing resource requirements
- Apply policies, protocols and guidelines equitably and without personal bias
- Model Council's Values
- Use and protect Council's information, resources, equipment and systems in accordance with relevant protocols, policies and legislation

### INNOVATION

All employees are required to:

- Identify and, in consultation with their supervisor, initiate opportunities for improvements in processes and service and waste minimisation
- Seek to understand and embrace relevant best practice and industry trends relevant to own work area
- Participate in ongoing learning and embrace relevant technology and change

### TEAMWORK

All employees are required to:

- Actively share information, knowledge and skills with others to optimise organisational performance
- Take interest in and provide feedback on corporate initiatives
- Work positively and proactively with others, and to the best of your ability, to deliver organisational outcomes
- Provide support and advice, to others, in own area of expertise

### EXCELLENCE

All employees are required to:

- Meet or exceed functional responsibilities and service level agreements described in position description and operational plans
- Support and use contemporary frameworks designed to optimise systems and processes
- Demonstrate an understanding of the needs of internal and external customers, as relevant to the role, anticipating and meeting their needs with the parameters of Council requirements
- Ensure current competence and relevant accreditation/licencing
- Follow safe and ethical practices to minimise risk to self and others
- Actively participate in relevant training and seek opportunities for ongoing learning as applicable
- Report incidents, illnesses and injuries immediately and take appropriate follow-up action if required

## WORK, HEALTH AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, protocols and procedures.

### Work Health and Safety (WHS)

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- Participate in development of safe work methods and risk assessments with your supervisor when required
- Actively participate in WHS inductions and training when required
- Wear personal protective equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to Council's property to the responsible Manager

### Certificates of Competency / Licences

- Where required for the position, either by legislation or through Council's policies, protocols and procedures, maintain all certificates, licences, operative training etc for the group, and advise the responsible Manager of any change to these, including vehicle licences.

### Injury Management

- Report all injuries/illnesses to the responsible Manager immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable

### Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Manager

### Equal Employment Opportunity (EEO)

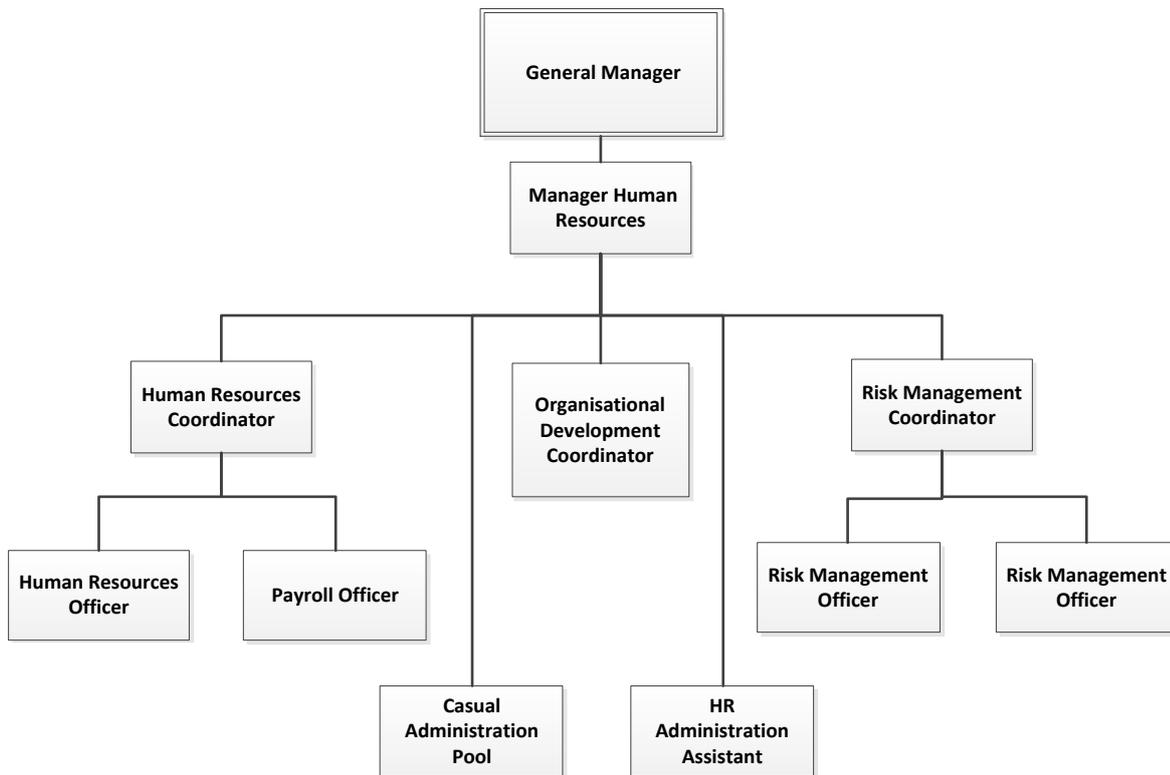
- Work to the best of your ability and provide quality service to customers
- Recognise the skills and talent of other staff members
- Act to prevent bullying, harassment and discrimination against others in your workplace
- Respect differences among your colleagues and customers such as cultural and social diversity
- Treat people fairly - don't discriminate against, bully or harass them
- Work in keeping with the Kiama Municipal Council's EEO management plan and other EEO policies

DELEGATIONS	
<b>FINANCIAL DELEGATION:</b>	\$1,000
<b>RESPONSIBILITY DELEGATION:</b>	Act in accordance with instrument of delegation
<b>NO OF CONTRACTS MANAGED:</b>	0
<b>ANNUAL VALUE OF CONTRACTS MANAGED:</b>	None
<b>CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:</b>	No responsibility
<b>BUDGET DEVELOPMENT:</b>	None

CONDITIONS OF EMPLOYMENT		
<b>AWARD/AGREEMENT</b>	Local Government (State) Award	
<b>PROTOCOLS:</b>	Employees are to comply with Council's Code of Conduct and Council protocols at all times.	
<b>PRE-EMPLOYMENT REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>Physical and mental capability to perform the inherent requirements of the position</li> </ul>	
	<ul style="list-style-type: none"> <li>Proof of ability to legally work in Australia</li> </ul>	
	<ul style="list-style-type: none"> <li>Pre-employment screening to Australian Standards in Employment Screening.</li> </ul>	
	<ul style="list-style-type: none"> <li>Criminal record check</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>Pre-employment medical</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>Working with children check</li> </ul>	No

## REPORTING RELATIONSHIPS

### Kiama Municipal Council Human Resources



I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Employee Signature:

Date: Drop down for date