# Position details

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| --- | --- |
| **Department** | Corporate and Community Services |
| **Business Unit** | Human Resources |
| **Reports To** | Manager Human Resources |
| **Status** | Full time (Permanent) |
| **Standard Hours** | 35 hours per week |
| **Staff Accountability** | No line reports |
| Directly supervises 0 employees |
| Indirectly supervises 0 employees |
| **Budget Accountability** | No expenditure/budget |
| Delegation up to $5,000 |
| Manages budget up to $0 |
| **Classification** | Professional/Specialist Band 3, Level 1 |
| **Salary Grade** | Grade 5 |

This document describes the key accountabilities, duties and required capabilities of the position and is not designed to be prescriptive. The incumbent can expect to undertake other duties in addition to those described in this document, in line with changing strategic and operational requirements.

# Position purpose

The Human Resources Officer is responsible for providing a diverse range of Human Resource (HR) functions, including providing general HR advice, job evaluation, performance review and learning and development, with a key focus on employee recruitment and retention. The role will also provide secretariat support to Council’s Consultative Committee.

# Authority and delegations

The incumbent has the authority to take any reasonable action that is consistent with the accountabilities and duties of the position, as described in this document, and to ensure the safe and efficient undertaking of work activities. The incumbent’s authority to act is subject to any limitation imposed by Council policies and procedures.

Under section 378 of the *Local Government Act 1993*, the General Manager may sub-delegate powers, authorities, duties or functions of Council to this position. The incumbent must exercise any delegations conferred to the position in accordance with Council’s Code of Conduct and all relevant Council policies and procedures.

Delegations applicable to this position are contained in Council’s Delegations Register, which is modified from time to time.

# Position accountabilities and corporate responsibilities

## Key Accountabilities

* Coordinate staff recruitment and selection processes in accordance with policy and legislative requirements, including assisting and advising Directors and Managers regarding interview selection process and serving as the HR representative on Selection Interview Panels as required.
* Coordinate the management of recruitment records and personnel files in line with policy and legislative requirements to maintain privacy, confidentiality, and integrity.
* Administer and complete probation processes for new appointments, conduct workplace inductions and exit interviews as required.
* Provide general HR support and guidance to managers under direction from the HR Manager
* Assist in coordinating the annual staff performance review process, including preparing a training needs analysis each year following completion of the performance review process.
* Coordinate the design, delivery and evaluation of training and development activities in line with the annual Training Plan.
* Manage training and development records in line with policy and legislative requirements and maintain a staff training database and administer the payment of training provider invoices.
* Provide secretariat to Council’s Consultative Committee, including preparing, assembling, and distributing business papers and minutes and maintaining the Committee’s Recommendations Register and following up on actions arising at Committee meetings to ensure timely completion.
* Support the Manager in developing, implementing and reviewing the Equal Employment Opportunity (EEO) Management Plan and Workforce Management Plan.
* Assist in developing, reviewing, implementing, coaching and educating onHRIS documentation, including policies, procedures, position descriptions and intranet/website content.
* Assist managers and supervisors to create and/or review position descriptions.
* Undertake job evaluation processes.
* Assist in the facilitation and delivery of performance management programs.
* Conduct workplace investigations under the guidance of the Manager Human Resources.
* Research and provide balanced human resources advice in accordance with legislation, Award and Councils culture, values and risk profile;
* Carry out other duties within the scope of the role, as directed from time-to-time.

## Professional Conduct Responsibilities

* Consistently demonstrate behaviours that comply with Council’s Code of Conduct and Equal Employment Opportunity (EEO) principles.

## Performance Responsibilities

* Actively perform as a team member and contribute to the outcomes of work teams in a collaborative, professional and productive manner.
* Regularly review and appraise own performance against required levels and assess and improve work practices and procedures on a continuous basis to achieve or exceed Council’s strategic and operational goals.
* Undertake training and attend professional development opportunities, if and as required.

## Customer Service Responsibilities

* Comply with Council’s Customer Service Charter and Standards and communicate with customers in a professional and courteous manner, ensuring that customer enquiries, requests and complaints are managed within required timeframes.
* Convey a professional image of Council and dress appropriately for their role, including wearing a prescribed uniform, if required.

## Fraud and Corruption Control Responsibilities

* Execute work with probity, accountability and transparency in order to prevent incidences of fraud and corruption in Council’s organisation and operations.
* Report any alleged or actual incidences of fraud and corrupt behaviour using relevant mechanisms outlined in Council’s Fraud and Corruption Control Policy.

## Risk Management Responsibilities

* Identify, assess, evaluate and treat risk relevant to the position.

## Work Health and Safety Responsibilities

* Fulfil specific responsibilities, duties and due diligence requirements under the *Work Health and Safety Act* and Council's relevant safe work instructions, policies and procedures.
* Ensure that Work Health and Safety is always at front of mind and a number one priority, taking reasonable care for health and safety of individual, colleagues and members of the public.
* Participate in delivering a positive WHS culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in WHS.

# Skills and competencies

The incumbent will be required to demonstrate skills and competencies relevant to the position in line with those set out in the *Local Government Award 2020* for Professional/Specialist Band 3, Level 1, being:

|  |  |
| --- | --- |
| **Authority and accountability** | Provides specialised/technical services to complete assignments or projects in consultation with other professional staff. May work with a team of technical or administrative employees requiring the review and approval of more complex elements of the work performed by others. |
| **Judgement and problem solving** | Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Precedent is available from sources within the employer, and assistance is usually available from other professional/specialist staff in the work area. |
| **Specialist knowledge and skills** | Positions require considerable knowledge in a specific area with a sufficient level of skills and knowledge to resolve issues having elements of complexity that may not be clearly defined. |
| **Management skills** | Positions at this entry level to the Professional/Specialist Band are not required to possess management skills. |
| **Interpersonal skills** | Persuasive skills are required to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints. |
| **Qualifications and experience** | Professional/specialist positions require professional qualifications to apply theoretical knowledge to practical situations |

# Key Relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager Human Resources | * Receive guidance and report on progress towards business objectives. * Provide expert advice and support and contribute to decision-making. * Identify emerging issues/risks and their implications and propose solutions. |
| Consultative Committee | * Provide secretariat, including assembly and distribution of business papers and minutes. * Coordinate election, induction and training of Committee members. |
| Council Staff | * Provide expert advice on a range of Human Resources-related issues and strategies. * Optimise engagement to achieve defined outcomes. * Manage expectations and resolve issues. |
| **External** |  |
| Job Candidates | * Liaise with in relation to advertised positions/vacancies, including coordinating interviews and providing advice in relation to the recruitment process. * Manage expectations and resolve issues. |

# Selection Criteria

**Essential:**

1. Formal qualifications in Human Resources, Employee/Industrial Relations or related discipline or studying towards.
2. Demonstrated experience in a similar role.
3. Sound knowledge of Commonwealth, State or Local Government legislation impacting on HRM, recruitment and employee relations.
4. Demonstrated ability to analyse, interpret and apply legislation, problem-solve and provide informed recommendations in a complex work environment.
5. Demonstrated sound organisational skills and ability to plan, prioritise and execute multiple projects while consistently meeting agreed timeframes.
6. Demonstrated knowledge of contemporary HRM practices, including recruitment, talent attraction/retention, and learning and development.
7. Advanced written communication skills and demonstrated ability to prepare a wide range of communication materials, including reports, correspondence, policies, procedures, position descriptions and other corporate documents.
8. Excellent standard of IT literacy and advanced computer and software skills, including proficiency in the Microsoft Office suite of applications.

**Desirable:**

1. University qualifications in Human Resources, Employee/Industrial Relations or related discipline.
2. Knowledge of the role, functions and responsibilities of Local Government.

# Licence requirements and pre-employment screening

This position needs to attain and uphold the following licences/accreditations:

* Current NSW Class C Driver Licence.

This position requires the following pre-employment checks:

* Pre-Employment Medical.
* National Criminal History Check.

# Key capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for employees.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

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| --- | --- | --- |
| **Capability Group** | **Capability Name** | **Level** |
| **Personal Attributes** | Manage Self | Adept |
|  | Display Resilience and Courage | Adept |
| **Act with Integrity** | **Adept** |
| Demonstrate Accountability | Adept |
| **Relationships** | Communicate and Engage | Adept |
|  | **Community and Customer Focus** | **Adept** |
| Work Collaboratively | Adept |
| Influence and Negotiate | Adept |
| **Results** | **Plan and Prioritise** | **Adept** |
|  | Think and Solve Problems | Adept |
| Create and Innovate | Intermediate |
| Deliver Results | Adept |
| **Resources** | Finance | Intermediate |
|  | Assets and Tools | Foundational |
| **Technology and Information** | **Adept** |
| Procurement and Contracts | Foundational |
| **Workforce Leadership** | Manage and Develop People | Not Applicable |
|  | Inspire Direction and Purpose | Not Applicable |
| Optimise Workforce Contribution | Not Applicable |
| Lead and Manage Change | Not Applicable |

# Acknowledgement and acceptance

I have signed below in acknowledgement of reading, understanding and accepting the contents of this position description. I accept that, with consultation, my accountabilities, duties and required capabilities may be modified by Liverpool Plains Shire Council from time to time, as necessary.

Employee Name: ……………………………………………………………………

Employee Signature: ……………………………………………………………………

Date: ……………………………………………………………………

## Authorisation

Approved by the General Manager:

Employee Name: ……………………………………………………………………

Date: ……………………………………………………………………