

# Position description

## Human Resources Officer

Division:	<b>Corporate Services</b>
Department:	<b>Human Resources</b>
Reports to:	<b>Senior Human Resources Business Partner</b>
Number of direct reports:	<b>Nil</b>
Location:	<b>MidCoast Region</b>
Grade:	<b>7</b>
Employment status:	<b>Permanent Full Time</b>
Date approved:	<b>November 2021</b>

### Our Mission

*"We deliver benefits for our community in a way that adds value and builds trust".*

### Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

<b>Wellbeing</b>	We value safety, security, health and happiness
<b>Integrity</b>	We are open, honest, accountable and take pride in all we do
<b>Sustainability</b>	We use efficiencies, innovation and cooperation to achieve sustainable results
<b>Respect</b>	We work together respectfully ensuring inclusion, equality and open communication

### Human Resources Vision

*"Make our organisation and community a better place by enabling, supporting and empowering our workforce to deliver high quality outcomes".*

### Position Overview

This position sits within the Human Resources Department and is responsible for delivering generalist human resources advisory and administration services in accordance with relevant legislation. The position is required to deliver high quality customer outcomes and build strong relationships across the organisation. The Human Resources Officer will also work collaboratively to achieve high quality recruitment and HR outcomes for the organisation.

## Key Accountabilities & Duties

- Administer HR processes within the employee life cycle including, but not limited to, onboarding, probation, employment contracts, vehicle use agreements, annual salary increases, change of employment conditions, long service awards and exit processes.
- Maintain information registers as required.
- Ensure that customer expectations are met by responding to general human resource enquiries.
- Undertake recruitment and selection processes in accordance with Council policy and relevant legislation
- Provide advice to and work collaboratively with selection panel members and job applicants to achieve high quality recruitment outcomes.
- Administer Council's e-recruitment system.
- Work collaboratively with the HR team to ensure consistent delivery of services.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

## Essential Requirements





1. Experience in a similar Human Resources role is highly desirable.
2. An understanding of Human Resources processes including onboarding, probation, annual salary increases, change of employment conditions and exist processes.
3. An understanding of merit-based selection and how to achieve high quality recruitment outcomes.
4. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
5. Current Class C Drivers Licence.

## Position 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.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

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.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	<b>Act with Integrity</b>	<b>Intermediate</b>
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
 Relationships	Communicate and Engage	Intermediate
	<b>Community and Customer Focus</b>	<b>Adept</b>
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	<b>Technology and Information</b>	<b>Intermediate</b>
	Procurement and Contracts	Foundational

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

## HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☒

Is a criminal record check required for this position?

Yes ☐ No ☒