

Position description

Human Resources Coordinator

Division:	Corporate Services
Department:	Human Resources
Reports to:	Manager – Human Resources
Number of direct reports:	5
Location:	MidCoast Region
Grade:	12
Employment status:	Permanent, Full Time
Date approved:	July 2020

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.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	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

Reporting to the Manager Human Resources, the HR Services Coordinator is responsible for leading the HR Services Section and a team of HR Business Partners to ensure the achievement of Council’s Mission.

The Section’s functions include: providing general HR advice, job design and evaluation, recruitment and selection, onboarding and probation, performance improvement and management, grievances, organisational change, recognition and reward, HR policy development and review, remuneration systems, conflict resolution, workforce planning and employee separations.

Key Accountabilities & Duties

- Staff leadership and management including supervision, coaching and development of staff, work planning, performance management, change management and staff recruitment.
- Coordinate organisational structure change initiatives.
- Coordinate organisational workforce planning strategies.
- Lead Human Resources projects as required.
- Promote change initiatives and coach and support team members through change processes.
- Contribute to the delivery of the Human Resources Department Operational Plan.
- Provide a high level of customer service to the community, internal stakeholders and other customers.
- Ensure compliance with relevant legislation and statutory requirements.
- Contribute to a culture of continuous improvement.
- Role model and encourage behaviours that align with Council's Organisational Values.
- 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. Degree level qualification in human resources, employment relations, organisational development, business or a similar field.
2. Experience in a senior human resources role in a complex and diverse organisation.
3. Experience leading and managing a team with a proven track record of delivering quality outcomes in line with organisational strategy.
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	Adept
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Intermediate
	Technology and Information	Adept
	Procurement and Contracts	Adept
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

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 ☐