

POSITION DESCRIPTION

Position Title:	Human Resources Officer	Portfolio:	People and Strategy
Position Number:	206004	Business Unit:	NA
Position Reports to:	Senior HR Officer	Team:	Human Resources
Classification Level:	4	Status:	Full Time
Agreement:	Scenic Rim Regional Council Enterprise Bargaining Certified Agreement 2012-2014		
Award:	Queensland Local Government Industry (Stream A) Award – State 2017		
Position Objective:	This position facilitates the delivery of timely, accurate and generalist human resource (HR) support across Council. The position incumbent works in partnership with operational Portfolios in administering processes related to the employment lifecycle, learning and development activities and employee engagement activities.		

Our Values

Communication We actively promote clear, concise and open discussion between staff, Council and communities	Respect We act respectfully to each other, accepting each person's individuality and their role.
Teamwork We work cooperatively to achieve common goals, drawing on the strengths of each other, in a supportive and safe environment.	Honesty We act with integrity and when we ask an honest question, we get an honest answer.
Accountability We accept ownership of our role and responsibility for our actions.	Trust We build strong relationships that we believe in and rely on.
Staff worth Our actions demonstrate that our people matter.	Quality We have pride in whatever we do, and strive to do it well

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Key Responsibilities

Fulfil the accountabilities of this role in accordance with Council values and as varied from time to time to achieve Council objectives and Council Operational and Corporate Plan outcomes.

Key responsibilities include the following:

- Administer employment lifecycle processes including populating position descriptions, advertising vacancies, managing the jobs inbox, and coordinating selection processes, employment screening, offer of employment, onboarding, probation, higher duties, secondment and cessation activities.
- Provide high quality and proactive customer/client service, delivering consistent and accurate HR advisory and processing services throughout Council and in engaging with applicants and the general public.
- Ensure compliance with data management processes including maintaining accurate and up to date process records, personnel files, HR information system data, Council intranet and website data, file destruction processes, purchase order and invoice processes, correspondence registration processes and report data.
- Assist with maintaining, implementing and communicating HR policies, procedures, work instructions and best practice documents and messaging.
- Assist with coordinating apprentices and trainees, employee licencing and qualification records, learning and development activities, performance reviews, employee engagement activities and participate on appropriate level recruitment panels as required.
- Work as a collaborative and productive team member undertaking duties as reasonably requested by your supervisors and assisting with assigned research and project activities to contribute to the delivery of quality HR and Portfolio services.
- Effectively administer HR inbox's, task lists, telephone enquiries, stationery orders, corporate uniform processes, internal mail processing, general administration and coordinate the logistics of events or activities as required.
- Comply with Council policies, procedures and instructions to deliver quality and safe services.
- Maintain accountability and appropriate use of information systems and maintain vigilance to comply with record keeping requirements.
- In accordance with the Work Health and Safety Act 2011, take reasonable care for your own health, safety and wellbeing and take reasonable care to protect the health, safety and wellbeing of others.

Skills, Knowledge and Experience

Formal Qualifications/Technical skills

- Tertiary qualifications in Human Resources or a related specialty well regarded.
- Digital literacy including working knowledge of HR information systems, e-recruitment platforms and the Microsoft Suite.

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Knowledge

- Understanding of contemporary HR practices and trends including working knowledge of interpreting policies, procedures and industrial instruments.
- Knowledge of local government or public service operations well regarded.
- Understanding of high risk work licencing, and competency verification for Council workers including within civil construction, horticulture, trades and legislative compliance fields well regarded.

Experience

- Three or more years of experience providing HR services ideally within a multi-occupational workforce.
- Demonstrated experience preparing accurate, grammatically correct and timely HR correspondence.
- Ability to source and problem-solve precedence and guidelines from a variety of sources, exercise sound judgement and use discretion to seek advice or escalate matters to more senior or specialist team members as required.
- Sound interpersonal and communication skills coupled with demonstrated ability to build effective stakeholder relationships to deliver quality and ethical HR services considering established processes, organisational objectives, risks and fit for purpose solutions.
- Proven ability to exercise responsibility for work functions, prioritise activities and manage workflow within a high volume work environment meeting deadlines and maintaining the integrity of processes.

Organisational Competencies

CUSTOMER FOCUS	Understands and demonstrates a commitment to quality service outcomes by tailoring and meeting the needs of a diverse range of customers.
COMMUNICATION	Communicates effectively through verbal and non-verbal correspondence, adapting to audience needs and responses. Translates technical information into easily understandable information.
TEAMWORK AND COLLABORATION	High level experience in working as part of broader business unit to support optimal service delivery
RESULTS	Organises routine functions, activities or duties. Provide advice and guidance to others on how to deliver outcomes with competing timelines ensuring that quality is not compromised

Organisational Relationships

This position:

- Is responsible for nil direct reports, may supervise lower classified employees as required
- Works under general supervision

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- Has nil financial and authority delegations recorded in Council's delegation registers
- Is responsible for efficient and effective use of resources within budgetary constraints
- Is a service provider to whole of Council

How will a candidate be assessed for this position?

- Please provide a current Curriculum Vitae or Resume (maximum of 5 pages). Your CV should include the names of at least three current/ recent referees. One Referee should be a Manager you have worked for during the past two years.
- Please provide a statement (maximum 2 pages) where you can demonstrate how your skills, knowledge and experience meet the specific requirements and responsibilities of this position.

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