

POSITION DESCRIPTION	
<b>Title:</b>	<b>Human Resources Projects Officer</b>
<b>Group:</b>	<b>Human Resources</b>
<b>Reports to:</b>	<b>Group Manager Human Resources</b>
<b>Grade:</b>	<b>19</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Number of Direct Reports:</b>	<b>0</b>
<b>Number of Indirect Reports:</b>	<b>1-5</b>
<b>Vehicle:</b>	<b>No</b>
<b>Position Code:</b>	<b>70315</b>
<b>Pre-placement Medical:</b>	<b>Low Risk – Not required</b>
<b>National Criminal Check:</b>	<b>Not Required</b>
<b>WCCC Check:</b>	<b>Not Required</b>
<b>Date Developed:</b>	<b>August 2020</b>
Position Purpose	
<p>The position will undertake and manage key project delivery and planning, design, documentation and on time project delivery to the desired standard and within budget. To support and oversee project delivery across the wider Human Resources Group, providing guidance, input and specialist Human Resources and project management knowledge and advice to ensure all projects are delivered to a high standard, on time and in alignment with our strategic plan.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Degree in Human Resource Management, Psychology or other relevant field or equivalent experience.</li> <li>• Broad experience across human resource management, learning and development, recruitment and employee relations.</li> <li>• Proven project management experience demonstrated through the delivery of large, complex human resources related projects.</li> <li>• Excellent written and verbal communication skills, including negotiation, customer service, public speaking, conflict resolution and mentoring.</li> </ul>	

- Demonstrated managerial and supervisory experience with the ability to lead, support and motivate.
- Demonstrated ability to interpret and apply employment related legislation, provide specialist human resources advice and be committed to excellence in contemporary Human resources services.
- Ability to develop project plans including the creation of a scope, business case, financials, timeline and then ensure projects meet the key milestones outlined.
- Ability to source, negotiate with and secure external consultants to support project delivery.
- Ability to manage multiple projects of varying sizes simultaneously ensuring prioritisation of workload.
- Demonstrated experience in the development and review of quality management systems or other business improvement systems.
- Demonstrated ability to develop and maintain effective workplace relationships, with an approachable style and ability to find innovative solutions to HR challenges.
- Demonstrated integrity, enthusiasm, commitment and innovation in delivery of work.
- Strong computer literacy within Microsoft Office suite of software and ability to adapt to new software packages.
- Experience in report writing and presentation at a senior management level.
- Experience managing significant budget responsibility.
- Current drivers Licence (class C).

**Desirable:**

- Demonstrated understanding of the local government operating environment and contemporary issues affecting the industry.
- Knowledge of the Local Government (State) Award 2020 and Local Government Act.
- Experience in working collaboratively with employee, union officials and delegates.
- Membership of a relevant professional association.

## Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

**Manage provision of the following:**

- The delivery of HR projects of varying size, scope, responsibility, financial implication and complexity.
- The delivery of projects through all stages of lifecycle, including scope, design, definition, planning and timelines, delivery and implementation, follow up and review.
- Project planning that addresses project delivery, procurement selection, risk, quality, safety, the environment, and communication with stakeholders, internal and external approvals, finances and business cases.

In broad terms, project management includes the management of scope, time, finances, procurement (contracts), communications, risk, safety, human resource and quality.

### **Provide supervision, coaching and guidance to staff/contractors**

- Responsible for ensuring the delivery of professional client focused services and solutions by the HR Business Team through optimised project delivery.
- Encourage a supportive and collaborative team environment across HR teams.
- Provide specialist support and guidance to the HR team and others in Council in the areas of project planning, management, contract administration, project management and delivery.
- Ensure staff/contractors are consulted with and involved appropriately in decision-making and are informed of relevant decisions.
- Implement and manage communications with staff and contractors including both formal and informal meetings.
- Ensure both staff and contractors receive regular feedback regarding their performance and provide input to formal performance and development reviews.

### **Contribute to the overall management of the organisation**

- Assist in the development, implementation and maintenance of Council's management systems for contracts, project delivery, safety and quality.
- Implement and develop corporate Council policies and procedures.
- Develop, implement and monitor forward strategic plans, annual management plans and budgets.
- Prepare and present Council, legislative, technical and performance reports to internal and external customers.
- Maintain currency of professional expertise.
- Report on responsible items for performance planning.

### **Work Health & Safety**

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.
- Manage the performance of Contractors in accordance with Council's Contractor Safety Management Guidelines (Draft)

### **Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.

- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

**Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.