

Position Description

A. POSITION PROFILE

Position:

Coordinator Human Resources
(12 month contract)

Position Evaluation:

Award:

Salary System Grade: 15

Conditions of Employment:

Local Government (State) Award
Permanent Full-time

Additional Benefits:

Nine Day Fortnight
12% Superannuation

Position Occupant:

Vacant

Department:

Executive Services

Section/Group:

Human Resources

Location:

Cootamundra ☐

Gundagai ☒

Direct Supervisor:

General Manager

Number of Staff Supervised by this position:

2 FTE, 1 PTE

B. STATEMENT OF FUNCTION

This is a professional role in Human Resources responsible for Council's core HR structure and systems, develop and implement strategies and programs to enhance workplace culture, organisational development and human resource practice. This role provides advice, direction and support to Council's Executive Management on strategies for the management of the human resource needs of Council.

C. KEY RESPONSIBILITIES

1. Ensure that specialist HR guidance and advice provided to management and staff is accurate, consistent and timely.
2. Oversee and co-ordinate the Payroll Team in the delivery of their duties and ensure the efficient administration of Council's payroll systems and functions.
3. Ensure that the ongoing development and implementation of HR policies and systems assists in the achievement of organisation wide objectives, adhering to relevant industrial instruments and legislation.
4. Ensure the implementation of an effective Human Resource Information System to provide streamlined, effective processing and reporting for all HR activities.
5. Ensure that workforce management planning is undertaken, including the development of a Workforce Management Strategy that provides the workforce needed to deliver Council's Delivery Program.

6. Ensure all position descriptions are routinely reviewed and appropriately maintained for all staff and ensure that the classification and salary for all positions are commensurate with the assigned responsibilities.
7. Promote and develop the preferred culture of Council in all aspects of the role.
8. Coordinate the Work Cover and Return to work program.
9. Ensure systems are in place so that recruitment processes, annual performance reviews and associated human resource functions are conducted consistently throughout the organisation.
10. Ensure records and personnel data stored in council systems are kept up to date and accurate.
11. Build professional networks including Work Cover, Insurance Providers, EAP, Unions and other associates as appropriate.

D. DUTIES

1. Provide specialist human resource management advice, guidance and support as a first point of contact within the workplace for both management and staff.
2. Supervise the activities of the Payroll Officers (x 2, 1 FTE) and HR and Payroll Officer.
3. Ensure Council's payroll activities comply with Award, salary system and legislative requirements.
4. Prepare Council's Workforce Management Plan of at least 4 years duration, considering current and future workforce needs to deliver Council's objectives.
5. Develop and communicate a Workforce Strategy based on the Workforce Management Plan to ensure adequate organisational resources to deliver the Operational Plan.
6. Review and communicate Council's human resource policies/procedures and systems on an annual basis to ensure compliance with changes within the workplace and/or legislation.
7. Co-ordinate the implementation of all procedures associated with Council's Salary System.
8. Oversee the development and maintenance of Council's HR information Management System.
9. Undertake systematic Position Description review and evaluation to ensure that the classification and salary for all positions is commensurate with the assigned responsibilities.
10. Co-ordinate and monitor the Annual Competency and Performance Review process.
11. Develop and advise on appropriate recruitment, retention and remuneration strategies that ensure Council is competitive in the market place.
12. Co-ordinate the recruitment process, including advertising, selection and induction.
13. Promote and develop the preferred culture of Council in all aspects of the role.
14. Coordinate Council's Return to Work program for staff including conducting analysis and reporting of lost time injuries and other matrices to assist Council develop an engaged workforce.
15. Oversee the administration of Council's Apprenticeship and Traineeship programs.
16. Ensure the confidentiality, security and maintenance of employee personnel files.
17. Participate on and provide advice to the Consultative Committee to enhance ongoing communication between Council and its employees.
18. Promote Council as an employer of choice by engaging with local schools, employment agencies, training providers and networks.
19. Keep up to date with broader HR and IR legislation and the Local Government Award, ensuring all strategies and advice provided is compliant.
20. Conduct annual skill and performance assessments for HR and Payroll staff.

21. Co-ordinate the preparation and implementation of Council's Annual Training Plan, which reflects the development needs for both the organisation and individuals.
22. Monitor the effectiveness of new employee inductions in relation to employment policies, procedures, Payroll and Workplace Safety inductions.
23. Carry out any other duties that are within the limits of the employees' skill, competence and training.

ESSENTIAL CRITERIA

1. Certificate IV or higher in Human Resource Management or equivalent on the job training and workplace based experience.
2. Demonstrated experience (minimum 3 years preferred) in generalist HR management, recruitment, or management and team leadership.
3. Solid understanding of and ability to interpret and apply industrial relations legislation including the NSW Local Government State Award, Local Government Act 1993 and all employment related legislation (EEO and WHS).
4. Proven interpersonal skills and ability to establish and maintain collaborative workplace relationships to advise and guide senior management and staff at all levels.
5. Demonstrated written communication skills including strong presentation, explanatory and report writing skills.
6. Demonstrated research, analytical and problem solving capability and ability to investigate matters in a methodical and detailed manner.
7. Accurate record keeping skills and attention to detail and the ability to maintain confidentiality.
8. Demonstrated time management skills including the ability to organise diverse workloads to meet agreed outputs, standards and deadlines.
9. Solid understanding of the principles of cultural development and change management.
10. Proven ability to work effectively both autonomously and in a team environment.
11. Drivers Licence Class C (car).

F. DESIRABLE CRITERIA

1. Demonstrated understanding of the role and functions of local government.
2. Understanding of competency based performance management programs.
3. Understanding of workforce planning, succession planning and retention strategies.