POSITION DESCRIPTION

POSITION TITLE:	Human Resources Officer
DEPARTMENT:	Corporate Services
POSITION HOLDER:	
REPORTS TO:	Manager Human Resources
TERM OF EMPLOYMENT:	Temporary / Part Time
APPROVED BY:	Director Corporate Services
DATE:	November 2021
CLASSIFICATION:	Band 5 in accordance with the Buloke Shire Council Enterprise Agreement

POSITION OBJECTIVE:

- Provide a range of support functions to the Manager Human Resources in order to ensure a customer-focused service is provided to all staff and stakeholders engaging with the department.

KEY RESPONSIBILITIES AND DUTIES:

- Provide consistent and objective advice and support to managers, supervisors and staff on all aspects of the Human Resources policies and procedures, and legislative obligations.
- Monitor and coordinate Council's performance management system and provide support to managers and supervisors to ensure timely annual performance reviews are conducted.
- Assist as required with investigation and resolution of requests, complaints and grievances in a timely and appropriate manner.
- Coordinate the recruitment and selection process including letters of offer, on boarding documentation and associated procedures including induction process.
- Support the delivery of Council's training program ensuring compliance with regulatory training requirements and staff professional development needs.
- Assist with implementation of Human Resources initiatives, policies and procedures.
- Provide administrative support and involvement on internal Council Committees as requested.
- Provide assistance with the preparation and ongoing monitoring of the human resources budget.

ORGANISATIONAL ENVIRONMENT:

Reports to:	Manager Human Resources
Directly Supervises:	Nil
Internal Liaisons:	Senior Leadership Team, Managers, Supervisors, Staff, Manager Governance, Manager Finance, Manager Information Services, Payroll Officer
External Liaisons:	Registered Training Organisations, Health Care Providers, Industrial Relations specialists, Other Municipalities, Contractors, Consultants, Employee Unions

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- This position is responsible for providing Human Resources assistance to management and staff in line with Fair Work Act, the Buloke Shire Council Enterprise Agreement (whichever version is applicable to the circumstances), Council's policies and procedures and operational directions from the Manager Human Resources.
- Employment matters, including but not limited to; recruitment, training, policies and procedures, resolution of employee grievances, employee relations. Complex employee relations issues and industrial relations matters must be referred to the Manager Human Resources for review and resolution.
- Independent management of workload and the exercise of discretion within agreed standard practices and other requirements.

JUDGEMENT AND DECISION MAKING:

- Requires good understanding of employment law and best practice approaches to recruitment and basic employee relations matters, which are expected to underpin any actions or decisions (or recommended action or decisions).
- Exercises discretion, professional judgment and makes decisions using procedures and guidelines, applying knowledge and previous experience.
- Capable of identifying and implementing improvements to current processes, drawing on previous experience during problem solving.
- Advice and guidance from the Manager Human Resource or outside the organisation is usually available when dealing with complex issues.
- An understanding of and commitment to the principles of confidentiality in relation to all aspects of the Human Resources areas.

SPECIALIST SKILLS AND KNOWLEDGE:

- Extensive generalist knowledge of Human Resources practices and procedures.
- Proficient in the interpretation and application of workplace practices as defined by enterprise agreements, Awards, legislation and Council policy and procedures and other relevant documents.
- Ability to research, analyse and present human resources issues and deliver appropriate solutions.
- Considerable skills and experience in the use of MS Office suite, including Word, Outlook and Excel.
- Ability to prepare correspondence including, but not limited to; reports, memorandums, employment advertisements and general correspondence

MANAGEMENT SKILLS:

- Strong time management skills to enable planning own work to achieve set priorities, and where appropriate that of other staff.
- Ability to develop systems and processes to effectively manage day to day administrative duties.

INTERPERSONAL SKILLS:

- Ability to gain cooperation and assistance from managers, supervisors and staff to support effective recruitment processes, training programs and general employee relations matters.

- Ability to work with external providers and human resource and OHS practitioners in other organisations to discuss specialist matters
- Capable to liaising with counterparts in other councils, water authorities and similar organisations to discuss specialist issues, and with other staff to resolve intra-organisational problems.

QUALIFICATIONS AND EXPERIENCE:

- Relevant qualification in Human Resources Management or related field with substantial demonstrated experience in contemporary human resources practices.
- Experience in Local Government is desirable but not essential.
- Certificate IV in Workplace Training and Assessment an advantage but not essential.

ORGANISATIONAL RESPONSIBILITIES:

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment policy).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

CHILD SAFE STANDARDS:

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

VARIATIONS TO CONDITIONS OF EMPLOYMENT:

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

ANNUAL PERFORMANCE REVIEW:

Every staff member is required to actively participate in the annual performance review/appraisal process with his or her supervisor.

KEY SELECTION CRITERIA:

- Relevant qualification in Human Resources Management or demonstrated experience in contemporary human resources practices.
- Well-developed interpersonal skills and the ability to work constructively with managers, supervisors and staff at all levels, to effectively communicate key OHS issues across the organisation.
- An understanding and ability to interpret apply and provide advice on industrial instruments and legislation.
- Ability to create and maintain rapport with staff and management to establish strong working relationships.

- Ability to prepare correspondence, reports and maintain accurate personnel records together with demonstrated competence in conceptual, analytical and problem solving skills.
- Ability to manage time, set priorities, plan and organise one's own workload within tight deadlines whilst maintaining attention to detail.
- Ability to work well under pressure to deliver multiple objectives with occasional conflicting deadlines.
- Current Victorian Driver Licence.
- Satisfactory National Police Records check.

VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

Agreed by: …… …….
Hannah Yu Date
Director Corporate Services

Agreed by: …… ……..
Damien Hellard Date
Manager Human Resources

Agreed by: …… ……..
Date
Human Resources Officer