

## Position Description

### Coordinator Human Resources

Directorate	Executive Services
Location	Bland Shire Council 6 Shire Street, West Wyalong
Classification/Grade/Band	Grade 17
Position Code	2011 – 35 hour week
Date Position approved	1 May 2017

### Council values

Bland Shire Council has seven (7) values that form our foundations and are embedded in our culture. The values inspire us to take ownership of our roles and responsibilities. They are tangible and are at the core of every interaction we have, and, in every action, we take in performing our jobs. All employees are responsible for upholding these values when representing Council.

### *Working together*



*to improve our quality of life*

### Primary purpose of the position

To provide overall guidance to and support of the Human Resources (HR) team to deliver best practices. Working across the organisation, this role is a key business partner for all functions of human resources, including all people matters, performance, culture, and work health and safety.

## Key accountabilities

Within the area of responsibility, this role is required to:

- Coordinate and mentor the HR team ensuring regular training of staff is aligned with industry practices, and all appraisals and performance are managed accordingly.
- Maintain adherence to all legislation and execute in corresponding documentation.
- People Leaders and Executives are educated with HR practices for successful management of staff.
- Play a key role in advising the Executive with overall management of human resource matters.
- Deliver professional human resource operational guidance and advice across the organisation.
- Write and/or revise position descriptions with relevant leaders to ensure a consistent approach and classify in accordance with the relevant industrial instrument.
- Technical experience in relation to enquiries on employment instruments including but not limited to the Enterprise Agreements, Awards, Fair Work Act 2009, Work Health and Safety Act 2012 and Workers Compensation and Rehabilitation Act 1998.
- Provide guidance and support to the General Manager as it relates to complex or escalated people issues.
- Contribute to and deliver upon the outcomes and key objectives of the Community Strategic Plan, Delivery Program and Operational Plan including the development, review and maintenance of Council's Workforce Management Plan.
- Develop ongoing recruitment strategies while ensuring positive attrition rates and a culture that supports the forward business movement.
- Implement actions to maintain turnover rates at or below 15% at any time.
- Collaborate with managers and supervisors in the recruitment and selection process, including advising on Position Descriptions, evaluating positions, relevant documentation, conducting Induction programs and exit processes.
- Foster a collaborative engagement approach and information exchange within Council to improve leadership and people capability of the organisation in order for it to achieve its strategic objectives.
- Foster a strong constructive culture to work health and safety within the organisation.
- Develop strong partnerships and networks within Council, other Councils and Regional Organisations, and with union representatives and other stakeholders.
- Develop, implement and review Council's Annual Learning & Development Plan.
- Prepare the Human Resources budget including training and oversee the expenditure of this budget.
- Provide expert advice to all staff to maintain awareness of human resources requirements to promote performance outcomes, facilitate best practice and mitigate risk.
- Maintain currency of relevant HR and WHS legislation and policy knowledge.
- Develop, implement and review Council's Human Resource policies and procedures ensuring they meet legislative, best practice and organisational requirements.
- Undertake conflict and dispute resolution.
- Handle workplace investigations, disciplinary and termination procedures.
- Maintain Human Resources databases and systems and provide statistical information and reports on a monthly basis.
- Coordinate both internal and external workforce programs such as work experience, trainee and apprenticeship programs.
- Oversee all rehabilitation and return to work functions including workers' compensation.
- Act as Council's EEO Coordinator and review, implement and monitor Council's EEO Management Plan in conjunction with the EEO Committee.
- Provide technical advice to the Consultative Committee.
- Carry out other duties that are within the limits of the employee's skill, competence and training.

## WHS Responsibilities:

- Lead and maintain a proactive Work Health & Safety (WHS) culture.
- Provide workers and other affected people with a safe working environment and equipment, in accordance with WHS legislative requirements.
- Ensure Council's processes are in place to meet all WHS legislative requirements, including the effective identification, management and control of risks in the workplace.
- Review Council WHS performance and the effectiveness of the management system and assist in formulating WHS Objectives and plans.

- Plan departmental WHS actions in order to assist Council in achieving its WHS objectives and targets.
- Set and enforce clear standards for WHS in your teams, in line with Council's WHS policies and procedures.
- In consultation with workers and other affected people, ensure all WHS hazards in your teams are identified, controlled and reviewed, and carry out all allocated WHS corrective actions in a timely manner.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required.
- Comply with Corporate record keeping requirements.

## Corporate Responsibilities

- It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Bland Shire Council.
- Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.
- Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.
- All staff are responsible and accountable for creating and keeping accurate and complete records of their business activity in accordance with Council's Records Management Policy.
- Under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether they are a usual function of the position.
- Child Safety Commitment: All employees are accountable for upholding Council's commitment to the safety and wellbeing of children.
- Delegations - adhere to relevant delegations and council policies and procedures, including those related to Council's Code of Conduct.
- Facilitate the recruitment, training, development, Competency assessments and annual reviews of staff improving efficiency and service delivery.
- Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.
- Comply with all Council's policies, procedures and guidelines.

## Key internal relationships

Who	Why
Human Resources team	<p>Provide guidance and direction to the team, developing work programs that influence decisions regarding human resources and work health and safety initiatives.</p> <p>Provide directions to staff on the management of HR and WHS matters.</p> <p>Participate in meetings and represent the HR and WHS perspective.</p> <p>Provide advice on employee and industrial relations matters.</p>
Internal Stakeholders	<p>Collaborate with managers and supervisors in the recruitment and selection process.</p> <p>Collaborate on development of Council's employees.</p> <p>Negotiate task priorities.</p> <p>Ensure safety and quality standards are met.</p>
General Manager / Directors	<p>Provide accurate and timely strategic and technical advice regarding human resource initiatives, practice and decisions to achieve quality and consistent</p>

Who	Why
	<p>people management, change and business improvement outcomes.</p> <p>Facilitate adoption of best practice human resource strategies and programs where there are conflicting interests and opinions.</p> <p>Provide information regarding agency and sector wide policies and standards.</p> <p>Make recommendation with regards to developments, issues and opportunities in relation to workforce matters.</p>

## Key external relationships

Who	Why
Unions	<p>Maintain a friendly professional and positive council dialogue.</p> <p>Provide information regarding Council activities and encourage feedback.</p>
Other Councils and regional organisations	Engage in knowledge sharing and develop strong partnerships.

## Selection requirements

Criteria:				
<p><b>Essential Criteria:</b></p> <p>Certificate IV in Human Resources or related discipline or significant progress toward this or similar qualification.</p> <p>Experience in Human Resources or related field.</p> <p>Demonstrated strong knowledge of legislation that relates to people in the workplace including the practical application of the same.</p> <p>Demonstrated supervisory skills and ability to oversee a team of staff in the provision of the full range of recruitment, HR and WHS services.</p> <p>Highly developed problem solving skills in relation to people challenges across a variety of matters including disputes involving third party adjudication and settlement.</p> <p>An ability to work with people from all levels to gather information, educate and, where necessary, negotiate or resolve conflict.</p> <p>High level attention to detail and demonstrated research and analytical skills.</p> <p>Ability to work with minimal supervision and to know when to escalate matters to senior staff.</p> <p>Current Class "C" Driver Licence.</p> <p>Sound knowledge and understanding of EEO and WHS practices and principles.</p>				
<p><b>Highly Desirable Criteria:</b></p> <p>Previous experience in Local Government.</p> <p>Demonstrated high level analytical, organisational and time management skills to meet defined deadlines.</p> <p>Sound knowledge and practical experience of legislative and regulatory requirements relating to employee and industrial relations.</p>				
<p><b>Key Physical Requirements</b> (<i>Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%</i>)</p> <table border="0"> <tr> <td>Constant sitting</td> <td>Occasional stooping / bending / squatting.</td> </tr> <tr> <td>Constant bilateral fine finger manipulations (keystrokes)</td> <td>Occasional lifting/carrying &lt;10kg</td> </tr> </table>	Constant sitting	Occasional stooping / bending / squatting.	Constant bilateral fine finger manipulations (keystrokes)	Occasional lifting/carrying <10kg
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## NCRC (National Criminal Records Check)

This role is identified as a position which will require you to have a valid NCRC (National Criminal Records Check). In the event that there is any change to your NCRC (National Criminal Records Check) clearance, you are obliged to report this to your Supervisor immediately.

## Capabilities for the role

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 for elected members and all levels of the workforce. The Local Government Capability Framework is available at [https://capability.lgnsw.org.au/local\\_government\\_capability\\_framework.pdf](https://capability.lgnsw.org.au/local_government_capability_framework.pdf)

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. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Advanced
	<b>Act with Integrity</b>	<b>Advanced</b>
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Intermediate
	<b>Work Collaboratively</b>	<b>Advanced</b>
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	<b>Deliver Results</b>	<b>Adept</b>
 Resources	Finance	Intermediate
	Assets and Tools	Foundational
	<b>Technology and Information</b>	<b>Adept</b>
	Procurement and Contracts	Foundational
 Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Advanced
	<b>Optimise Workforce Contribution</b>	<b>Advanced</b>
	Lead and Manage Change	Advanced

## Core Capabilities

Act with Integrity: Be honest, ethical and professional, and prepared to speak up for what is right.

Work Collaboratively: Be respectful, inclusive and reliable team member, collaborate with others and value diversity.

Deliver Results: Achieve results through efficient use of resources and a commitment to quality outcomes.

Technology and Information: Use technology and information to maximise efficiency and effectiveness.

Optimise Workforce Contribution: Hire and deploy people effectively and apply sound workforce planning principles.