



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Human Resources Advisor
<b>CLASSIFICATION:</b>	Permanent Full Time
<b>REPORTS TO:</b>	Corporate Services Manager
<b>PLACE OF EMPLOYMENT:</b>	Council Administration Building, Barambah Avenue, Cherbourg
<b>HOURS OF DUTY:</b>	72.50 hours per fortnight (minimum requirement)

### POSITION OBJECTIVE

Develop, enhance and effectively implement human resources and industrial relations practices, which are consistent with the goals of the Council.

Achieve and maintain a high level of expertise in human resources management, industrial relations, performance management and staff development and training. Including income incentives and Government subsidies.

Achieve and maintain a high level of efficient and effective service to staff, Council and officers in the area of human resource management.

Coordinate the Human Resource and Payroll functions for Cherbourg Aboriginal Shire Council.

### KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Provide initiative and direction that will assist Council to best manage its Human Resources.
- Effectively manage the following Human Resources related functions:
  - Recruitment and selection
  - Employee and Industrial Relations
  - Learning & Development
  - Workplace Health & Safety
- Provide HR advice to management and employees regarding industrial relations, award conditions and other employment matters.

- Assist management in, or carry out on behalf of management, negotiations with unions or employee representatives on a range of issues including disputes and other workplace matters.
- Assist management in the investigation and resolution of matters relating to grievances, bullying and harassment, and poor performance.
- Develop HR policies and procedures, including review of current policies and procedures, for consideration by the Senior Management Team.
- Promote continuous improvement within the human resources area.
- Manage the support of all trainees and apprentices within council.
- Provide accurate and timely reports to CEO and other Managers.
- Payroll - Employee Setup up and Masterfile maintenance in Practical System.
- Oversee fortnightly payroll to ensure compliance
- Establish and maintain HR and payroll procedures.
- Monitor and prepare HR reports for termination, recruitment, turnover and indigenous employment statistics.
- Co-ordinate employee resignations / termination including exit interviews
- Prepare employment contracts for all employees of Council.
- Processing of all wage subsidy and employment funding claims and reporting.
- Perform other duties as assigned by the Chief Executive Officer.

#### EXTENT OF AUTHORITY

- Accountable to the Corporate Services Manager for performance of the position.

#### ORGANISATIONAL RELATIONSHIPS

Internal Liaisons: All Council employees by communicating respectfully and sharing ideas

External Liaisons: All external stakeholders, current and future as well as the local and wider community

#### CORE COMPETENCIES

##### Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.

##### Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.

##### Communication

- Write in a clear and concise style, which is grammatically correct
- Clearly express opinions, ideas, and information to colleagues
- Provide complex information in plain language

### **Quality**

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.

### **Environment**

- Monitor your work for opportunities to reduce adverse impacts on the environment.

### **Workplace Health and Safety**

- Work safely and in accordance with the relevant work method statements and procedures
- Encourage your colleagues to work safely
- Identify hazards and assess risks in the workplace
- Build a positive proactive culture towards a safe workplace

### **Efficiency**

- Undertake tasks in an efficient and timely manner.

### **Compliance**

- All staff are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures
- Failure to maintain any licence or certificates, which are a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence/certificate.
- All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
- All employees are to work in accordance with the standards contained within Council's Code of Conduct.

## **GENERAL**

Whilst employment is in the position described in this document it is understood that employment is with Cherbourg Aboriginal Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

- The CASC will review employees' job descriptions from time to time and update them to ensure that they relate to the job as then being performed.
- Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
- All staff are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
- All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.

- All employees are expected to wear uniforms supplied for all rostered shifts or present a favourable and professional image in line with Cherbourg’s professional image.
- All employees are to work in accordance with the standards contained within Council’s Code of Conduct.

### SELECTION CRITERIA

- Considerable experience in work area of Human Resources, Payroll and WHS.
- Tertiary qualifications in a relevant field highly desirable.
- Proficient ability to use various computer software programs.
- Experience in payroll processing, highly desirable.
- Effective verbal and written communication skills to provide advice in a timely and efficient manner.
- Proven ability to get tasks completed within prescribed timeframes.
- Willingness to undertake training.
- High attention to detail.
- Strong organisational and time management skills.
- A current driver’s license is desirable.

### ACKNOWLEDGEMENT

**This revised position description is a version that aims to clearly describe the position requirements and expectations. All employees are expected to participate in reviews of their position description, contribute to reasonable changes and comply with all organisational and council requirements. Failure to maintain licenses and certificates may result in changes to employment conditions.**

\_\_\_\_\_  
Employee Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name & Signature

\_\_\_\_\_  
Date