

POSITION DESCRIPTION



TITLE	Human Resources & Training Officer
DEPARTMENT	Community, Culture & Places
AWARD	Queensland Local Government Industry (Stream A) Award – State 2017
CLASSIFICATION	Level 2.1 – 4.4
REPORTING OFFICER	Community, Culture & Places Manager
DELEGATIONS	As per Councils Register of Delegations

ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.

COMMUNICATION We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community

FUN We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

POTENTIAL We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

COURAGE We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional

SAFETY We think, act & promote safety – Safety isn’t a slogan it is a way of life.

COMMITMENT We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

DEPARTMENT SUMMARY

Assisting skilled and valued workforce that is motivated to consistently deliver high levels of service in a safe and efficient manner. We take pride in working together to build distinctive communities and create places and events which bring people together, places where neighbours know each other and help new residents embrace our country lifestyle. We want to engage people in healthy habits and provide options that support the lifecycle via the Tourism Activation Plan.

OBJECTIVES

To assist with administrative duties in the development and maintenance of Human Resources and training functions within Council.

To work as a key player within the Community, Culture & Places department to ensure any ad hoc duties that may arise (such as payroll and events) are completed to a high standard.

KEY RESPONSIBILITIES

Human Resources

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- Assist in the developing and reviewing & updating Council's HR policies, procedures and practices to ensure organisation compliance with statutory legislation and regulations.
 - Implement Workers Compensation Claims and Return to Work Plans/Clearances for Employees.
 - Monitor, review and make relevant changes to staff Position Descriptions in consultation with Supervisors and Management.
 - Organise Managers to ensure performance reviews for all staff are being conducted.
 - Implement and complete all paperwork required within the Recruitment process.
 - Assist with any queries/supply of information regarding HR (Auditor's and Employee Relations).
 - Foster an organisational culture which promotes teamwork, personal accountability and encourages continuous improvement.
 - Develop & deliver HR reports to monitor the staffing establishment, employment costs and productivity indicators.
 - Create and implement the Staff Satisfaction Survey each year, including a presentation for Council and actions to come from the survey.
 - Implement Employee Wellbeing activities such as Staff BBQs, teambuilding and end of year activities (Christmas Celebration, Secret Santa, Breakup Lunch).
 - Monthly and end of year reporting for HR.

Training

- Assist in the development and review of Council's Training policies, procedures and practices to ensure Organisation compliance with statutory legislation and regulations.
- Develop, implement & monitor Staff Training Needs Analysis Matrix.
- Monitor, review and make relevant changes as requested by Corporate and Governance Manager &/or Managers to staff training needs.
- Liaise with Managers to ensure all training needs from Performance reviews are being carried out.
- Organise booking accommodation, vehicles & training courses for Council Staff in line with Councils procurement policy.
- Ensure all preparation for internal training is met i.e. training rooms are booked and set up, staff notified of training, morning & afternoon tea is ordered in line with Councils procurement policy.
- Ensure mandatory training (i.e. First Aid) is being carried out prior to expiration date.
- Ensure all training needs are monitored closely in line with Councils Training budget & Councils Training Policy
- Ability to carry out "in house" training courses for all staff in relevant areas (i.e. Civica Training)

Corporate Duties

- Assist with pay run schedules ensuring all processing of all timesheets, superannuation and Single Touch Payroll (STP) is processed correctly & accurately, and lodged with relevant departments within required timeframes.
- Assist in maintenance and updates of all payroll/personnel documentation ensuring it is completed in line with Acts and Regulations.
- Assist in calculations and processing of termination pays, redundancy payments and advance pays, where required.

Administration and Other Duties

- Ensure all filing and archiving is up to date.
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- Assist in the provision of other administrative support including answering phones, front counter enquiries and other general clerical support duties.
- Other duties as required with regard to qualification and skills.

Workplace Health and Safety

- All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.

REQUIREMENTS OF THE POSITION

NECESSARY SKILLS & EXPERIENCE (SELECTION CRITERIA):

(R) - Required / (D) - Desirable (training could be provided)

- Communicate effectively between all departments and levels to deliver council financial functions within required timeframes **(R)**
- High level of organisational skills and the ability to prioritise work **(R)**
- Ability to exercise confidentiality, tact and discretion **(R)**
- Superior communication skills including telephone, customer service skills, written and verbal communication skills **(R)**
- Knowledge & thorough understanding of Council HR & Payroll Policies and Procedures **(R)**
- A comprehensive understanding and knowledge of the Local Government Act and Regulations and other relevant Acts and Regulations affecting Local Government, and their application in Local Government **(R)**
- Proficient in the use of PC based software including word processing, spreadsheets and database, presentation and communications software **(R)**
- Ability to work alone with limited supervision and as required, work cooperatively as part of a team **(R)**
- Demonstrated experience, understanding and knowledge of the Local Government Act and Regulations and other relevant Acts and Regulations affecting Local Government, and their application on Local Government. **(R)**
- Rehabilitation and Return to Work Coordinator qualification, or ability to acquire. **(R)**
- Current 'C' Class Drivers Licence **(D)**
- Proven work experience as a Payroll/HR admin Officer or similar role **(D)**

DUTY OF WORKERS

While at work, a worker must:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

DUTIES OF WORKER USE PPE

- (1) This section applies if a PCBU provides a worker with PPE.
- (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
- (3) The worker must not intentionally misuse or damage the equipment.

