

Position Description

Position Title	Senior Human Resources Officer
Position Code	CORP002
Department	Corporate Services
Division	People and Strategy
Reports To	Manager People and Strategy
Direct Reports:	1
Position Classification	Professional Specialist Band 3, Level 2
Position Status	Full time
Allowances	Nil

SPECIAL CONDITIONS

Out of hours work may be required to attend meetings relating to HR matters and projects.

REPORTING STRUCTURE OF POSITION



PRIMARY PURPOSE OF THE POSITION

The primary purpose of this position is to partner with the business to provide advice, guidance and support on all people-related activities within the human resources field. This role forms a key part of the human resources function, aiming for best practice approaches to employee management, industrial relations and employee relations across the lifecycle of employment.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Undertake HR, IR and Organisational Development projects including workforce management functions, change management initiatives, business improvement, employee pipeline initiatives, and resourcing.</i>	40%
<i>Undertake the day to day Human Resource Management functions including high quality recruitment and selection processes, panel and appointment management, including on-boarding.</i>	40%

<p><i>Human Resources and Industrial Relations: Facilitate the HR, IR and employee relations functions to protect Council from IR liability and grow positive internal relations. Provide expert advice in all areas of HR strategy and implementation and regular reporting. Including but not limited to investigations, dispute resolutions, mediations.</i></p>	<p>20%</p>
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POSITION RESPONSIBILITIES

Human Resources

- Assist in the development and maintenance of Council’s Human Resource (HR) and Industrial Relation (IR) policies to ensure Council is fully compliant with legislative requirements as well as Award provisions whilst attracting and retaining high quality and committed staff.
- Leadership of the end-to-end recruitment process, including union management, HRM systems, requisitions, approvals and recruitment design. High quality and industrially sound employment contract management.
- Manage the review and implementation of Council’s EEO Management Plan including the training of all new staff in EEO principles and practices; lead the implementation of the Disability Inclusion Action Plan (DIAP) in the internal operations areas.
- Proactively participate in Council’s workforce planning function, including assisting with research, collecting and analysing data, implementation of the workforce plan including its ongoing monitoring and implementation.
- Provide advice, support and recommendations to Manex, Managers, Supervisors and Team Leaders across the organisation on HR/IR matters which reflect the changing organisational needs including coaching, training and guidance ensuring that the competence and overall performance of staff are measurably improved, maintained and staff are managed consistently;
- Support managers in the development of their management practice to increase the level of management expertise across the business, staff engagement and improve business performance.
- Coordinate and lead the recruitment and selection processes and the improvement of our Employee Value Proposition (EVP); Including but not limited to leading Council’s high quality and inclusive work placement program with surround schools and employment agencies.
- Develop, implement, review and facilitate Council’s performance management system including probationary reviews, mid-year reviews, the annual performance appraisal process, salary progressions and evaluations as well as the facilitation and monitoring of staff requests for position re-evaluations.
- Facilitate the Council on-boarding process ensuring that all staff are inducted in a timely and professional manner as well as ensuring that all accountabilities, including policy acknowledgement and compulsory learning modules have been successfully completed;
- Facilitate exit interviews and provide reports to Manex and Managers on findings and possible recommendations;
- Develop, implement and facilitate a consistent process of job analysis, design and evaluation across the organisation that has regard to changing workplace needs, best practice and

market trends in employment as well as ensuring that all position descriptions are up to date and relevant;

- Assist Council in gathering and interpreting HR data, providing an HR/ER/IR analytics function (management reporting) to internal and external customers, as required, with particular emphasis on continuous improvement of work practices, efficiency analysis and implementation;
- Provide assistance, expertise and support to the learning and development function including the delivery of learning and professional development courses and initiatives across Council, including organisational development initiatives, including leadership development; ensuring tertiary study agreements are executed well and staff are well supported during tertiary training.
- Partner with the Manager People and Strategy and the Senior Safety Officer to coordinate and facilitate Council's Alcohol and other Drug testing and management in line with Council Policy.
- Assist with the development and management of Council's Key Performance Indicators (KPI's) across all levels of the organisation;
- Assist with the facilitation of communication among employees and management by providing guidance and consultation regarding problem solving, dispute resolution, regulatory compliance, and litigation avoidance and strive to resolve internal conflict informally through appropriate conflict management and mediation techniques, committee participation, management reporting and monitoring.
- Assist in the management of the Council Employee Assistance Program ensuring that staff are able to access assistance in a confidential and supportive environment;
- Evaluate and apply employee remuneration and benefits ensuring relativities across the organisation are consistent;
- Partner with the Manager People and Strategy as a Council representative and adviser for all industrial relations issue with staff, trade unions and other related parties, including coordinating industrial matters and union negotiations to maximise effective outcomes;
- Provide counselling and grievance handling advice to employees and management;
- Undertake workplace investigations in a confidential, supportive, timely and professional environment;
- Provide recommendations and advice relating to industrial relations matters, investigations, discipline/termination of employees and manage complaints or Agreement related issues;
- Lead the implementation, training and expectations in Council's Human Resource Management (HRM) system – ELMO, including the creation of manuals and guides for all levels of the business;
- Manage the online platform leading to a high quality standard of applicants, including the management of secondments, promotions, delegations and all HR administration in the system.






Organisation – Professional

- Contribute to reviews and status of the Community Strategic Plan and Delivery Program including the preparation and reporting on all relevant IP&R requirements;
- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Manage and develop staff through implementation of Council's Human Resource Management Systems, policies and procedures, including but not limited to: Recruitment; Performance Management and conducting performance reviews and the promotion of Learning and Development;
- Carry out and/or participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assist with and/or lead contract and project management practices in line with Council's policies and delegations (i.e. Contract Superintendent accountabilities or reporting all information through to this role) in the engagement and management of external providers of professional and technical services, including all contractors of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor;
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Manager People and Strategy	Supervisor – Direction, guidance and support
Recruitment and HR Officer	Direct Report – Direction, guidance and support
General Manager	Direction, guidance and support through the Manager People and Strategy
Leadership Team	Provide advice to Senior Staff on a range of risk based issues in relation to the HR/IR Employee Relations and Strategy within their own Directorates as well as across the organisation
Supervisors and Team Leaders	Direction, guidance and support
Director Corporate Services	Direction, guidance and support
People and Strategy Team	Colleagues – support and guidance
Staff Consultative Committee	
Council Staff	Engage regularly and proactively to provide advice and support on a range of employee relations and business improvement initiatives
External	
Unions – USU, Depa, LGEA	Award implementation and IR matters
Employee Assistance Provider	In the facilitation of EAP services across Forbes Shire Council.
Business Community, Community Members	Recruitment and Selection campaigns Assist with Council’s engagement in strategic planning forums to support Council to deliver on operational and strategic planning initiatives.
Schools and Universities	Employee Pipeline + Work Experience + promotion of Council in recruitment campaigns
Central West JO and other Regional Stakeholders	Attendance at Group meetings, and engagement with broader LG initiatives.
Authorities and Government Departments	LG NSW, Marsdens, Hall and Wilcox – IR, Legal advisory teams for Council + workplace investigations and other relevant Departments.

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Advanced
	Displays Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Adept
	Works Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Plan and prioritise	Advanced
	Think and solve problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

PERSON SPECIFICATION

Essential

- Bachelor degree in professional Human Relations/Business/Organisational Development or related qualification;
- Class C (Standard) Drivers Licence.

Desirable

- Demonstrated working knowledge of the legislative environment in which Council operates.

Experience

- Minimum of 5 years Human Resources experience in a generalist role;
- Demonstrated expertise and working knowledge of broad HR and Organisational Development functions including employment legislation, employee /industrial relations, award interpretation, change management, talent management, remuneration and benefits, recruitment and selection, policy development, EEO and workers compensation;
- Demonstrated experience in project management including inception to delivery with demonstrable outcomes;
- Demonstrated high level communication skills with the ability to effectively communicate with a diverse audience in both written and verbal forms;
- Highly developed interpersonal skills combined with the ability to resolve conflicts and negotiate positive outcomes;
- Demonstrated ability to work effectively in a team environment;
- Demonstrated performance working with staff and stakeholders at all levels of the organisation and establish credibility as a business partner;
- Ability to plan, develop, review and implement HR and organisational policies and procedures.

Authority and Accountability

- Worker level responsibilities in regards to WHS legislation;
- Financial delegation as per Council's delegation register

EQUIPMENT REQUIRED FOR THE POSITION

- Mobile Phone or BYOD
- Laptop

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No