Position Description – Human Resources Officer

Directorate	Office of the General Manager
Location	Wentworth
Classification/Grade/Band	ATT 2 – 2A/3A
Position Code	R2023/05
Date position description approved	February 2020

Council overview

The Wentworth Shire Council region is made up of the following towns and irrigation areas; Wentworth, Dareton, Coomealla, Pomona, Mourquong, Monak, Trentham Cliffs, Pooncarie, Buronga, Gol Gol, Ellerslie and Curlwaa. Some of these towns are classified as villages, and the entire population of nearly 8,000 people is spread across approximately 26,000 square kilometres, making our region one of the most sparsely populated rural council areas. Wentworth Shire Council manages one of the largest road networks in New South Wales (NSW), responsible for maintaining 2139 kilometres of roads, with over 519 km of these sealed. The Wentworth Shire Council Chambers, main office and works depot, library, town hall and Visitor Information Centre are all located in Wentworth.

Council values

- Honesty and Integrity.
- Accountability and Transparency.
- Respect.
- Quality.
- Commitment.

Primary purpose of the position

To assist the Manager Human Resources in leading the growth, development and wellbeing of Council's workforce, through the coordination and delivery of high quality, efficient human resource services to the organisation.

Duties

With the area of responsibility, this role is required to;

- Provide timely, accurate advice to management and staff on human resource, industrial relation and organisational development matters,
- Implement and coordinate processes and systems which allow Council to deliver effective and efficient human resources functions for the organisation, including;
  - Recruitment
  - Learning and development
  - Injury management
  - Workers compensation
  - Industrial relations
- Establishing an enabling environment of continuous improvement practice in human resources management,
- Collaborating with business units to achieve whole of organisation human resource outcomes,
- Proactively ensure changes in human resource and industrial relation legislation and best practice are adopted and reflected in Council's operations, policies and procedures.

Key accountabilities

- Coordinate recruitment and selection processes including position description maintenance, preparation of employment contracts and induction of new employees,
- Coordinate employment termination processes including exit interviews,
- Coordinate and document employee performance appraisals,
- Accurately maintain HR records (including staff personnel files) ensuring data integrity in maintained,
- Develop training plans and coordinate training requirements and development programs within allocated budgets,
- Process workers compensation claim, support return to work programs and act as a contact for all parties,
- Review and make recommendations in relation to Human Resources related policies and procedures,
- Assist the Manager Human Resources to ensure sound financial management in the Human Resources area,
- Liaise with payroll and work health and safety functions on Human Resource related matters as required,
- Ensure all work practices are carried out in a safe manner and in accordance with Councils policies and procedures, and

- Carry out such duties that are within the limit of the employee skills, competence and training.

Reports to

Manager Human Resources

Key Selection Criteria

- A tertiary qualification in Human Resources or a related field and experience in a similar role or equivalent combination of skills, experience and training,
- Demonstrated knowledge of legislation, awards, HR policies and HR best practice relevant to contemporary human resources management with a proven ability to provide valued advice and support management and staff in interpretation and application,
- Demonstrated ability to understand and interpret Awards, contracts and legislation,
- Demonstrated knowledge and experience in assisting with a broad range of human resource functions including recruitment and separation, performance management, industrial relations, workforce planning, employee relations and training/development,
- Highly developed communication (written and verbal), negotiation and analytical skills with the ability to effectively build trusting relationships,
- Demonstrated self-management skills, including effective time management skills,
- Demonstrated ability to undertake duties in an ethical manner and adhere to confidentiality provisions, and
- A current drivers' licence and a commitment to maintain.

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://www.lgnsw.org.au/capability

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	Adept
	Act with Integrity	**Advanced**
	Demonstrate Accountability	Adept
Relationships	Communicate and Engage	Adept
	Community and Customer Focus	**Advanced**
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	**Advanced**
Resources	Finance	Adept
	Assets and Tools	**Advanced**
	Technology and Information	Adept
	Procurement and Contracts	Adept

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Act with Integrity	Advanced	• Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the organisation • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify.
Relationships Community and Customer Focus	Advanced	• Demonstrates a thorough understanding of the interests, needs and diversity in the community • Promotes a culture of quality customer service • Initiates and develops partnerships with customers and the community to define and evaluate outcomes • Ensures that the customer is at the heart of the business process design • Makes improvements to management systems, processes and practices to improve service delivery • Works towards social, environmental and economic sustainability in the community/region
Results Deliver Results	Advanced	• Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measureable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
Resources Assets and Tools	Advanced	• Considers Council and community assets in the design/delivery of services • Facilitates and monitors appropriate deployment of assets and tools in line with community priorities • Implements and monitors compliance with asset management and maintenance plans and policies.