

Position Description

Position Title:	Human Resources Officer
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Section:	Administration, Clerical, Technical, Professional Community Service, Supervisory and Managerial Services
Classification:	Level 2 – 4 (dependant on skills, qualifications and experience)
Employment Type:	Full time (Part-time is negotiable)
Department:	People, Safety, and Governance
Reports to:	HR Operations Coordinator
Direct Reports:	Nil

POSITION OBJECTIVE

Contribute to Council's operational objectives by undertaking a range of Human Resources activities including coordination of recruitment and selection.

The role requires a high level of professionalism, a commitment to high-quality service delivery, and a proactive approach to continuous improvement, ensuring outcomes align with the best interests of Council and the community.

KEY POSITION RESPONSIBILITIES

Human Resources

- Coordinate the recruitment and selection function within Flinders Shire Council including assisting with the development of appropriate documentation, interviewing, and on-boarding and induction of new employees
- Assist with preparation, coordination and implementation of Councils annual performance appraisal process,
- Contribute to the development and implementation of human resource management policies and procedures.
- Maintain all personnel records in a confidential manner, ensuring accuracy and compliance with privacy and security procedures and protocols

Payroll

- Assist with end-to-end processing of payroll within applicable timeframes with a strong focus on accuracy and compliance
 - Interpretation of awards/agreements and employment contracts in relation to allowances and entitlements
 - Provide a responsive, accurate advisory service on all payroll matters, resolve difficult enquiries and assist in identifying payroll errors and implementing corrective actions where required
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SELECTION CRITERIA

Essential

1. Well-developed knowledge and experience of contemporary HR practices and processes including merit based recruitment.
2. Practical experience in efficient usage of a computerised payroll system and knowledge of all payroll processes.
3. Sound working knowledge of relevant legislation, policies, procedures and guidelines in a payroll environment, including taxation, superannuation etc.
4. Well-developed verbal and written communication and skills including sound interviewing skills and the ability to liaise and negotiate with a wide range of people at all levels.
5. Sound administrative and organisational skills and the ability to determine work priorities.
6. Sound computer skills including experience in the use of the Microsoft Office suite of applications as well as computerised HR applications.
7. The ability to work with minimal supervision as part of a small team.
8. Demonstrated behaviour that supports a diverse, equitable and safe workplace.

Desirable

- Current C Class drivers' licence.
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CORPORATE RESPONSIBILITIES

General

- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing, and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

Administration

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep your supervisor/manager appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community, and self

Corporate Responsibilities

All employees are bound by the *Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

Work Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety (WH&S) requirements, including the WH&S Management System, and WH&S Policies, Procedures, and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2021*.

Other Requirements

- This position operates from Council's Administration Office in Hughenden. However, there is a requirement to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
 - prepared to work flexible hours to meet the requirements of the position.
 - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required.
 - medically fit and physically capable to meet requirements of the position.
 - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
 - Prepared, if required, for Council to undertake a Criminal History Check

ORGANISATIONAL RELATIONSHIPS AND DELEGATIONS

Internal: Employees across all Council portfolios through to senior leaders including CEO

External: General public, government departments, contractors, and suppliers

Delegations: The Human Resources Officer works under general direction and has the skills to manage time and organisational priorities. This position has delegated decision making and purchasing authority in accordance with Council's Delegation Register and Procurement Policy.

POSITION DESCRIPTION AUTHORISATION

Position Descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Flinders Shire Council may be developed or restructured.

Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Approved: Dennis McLeod, Director of People, Safety and Governance

Signature: _____ **Date:**/...../.....

ACKNOWLEDGEMENT

I accept the above Position Description and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements.

Employee Name: _____

Signature: _____ **Date:**/...../.....