



POSITION DESCRIPTION FORM

File No: PDF-0016432

POSITION IDENTIFICATION

Title:	Human Resource Officer	Level:	Level 4
Service Unit:	Human Resources	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Corporate & Governance	Date Effective:	25 August 2022
Reporting to:	HR Coordinator	Date Last Reviewed:	1 December 2023

PURPOSE OF POSITION

- Ensure human resources standards and practices are upheld and that all operational functions of HR are accurately undertaken, providing an efficient and professional service to the organisation.
- Develop and implementation of HR strategies, programs and processes in conjunction with the HR Coordinator and Manager HR.
- Provide advice and assistance with recruitment and selection activities, learning and development opportunities and administer all associated processes of employees.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Establish and maintain good working relationships with employees at all levels providing support and encouraging early communication of problems and concerns to senior management and help establish strategies to resolve issues.
- Liaise with the Chief Executive Officer and assist Directors and Managers by providing advice on Award interpretation and Industrial instruments.
- Ensure all human resource activities are administered in accordance with industrial instruments and best practice.
- Ensure changes to employee conditions, position descriptions and pay rates are processed accurately and within the appropriate timeframes.
- Assist with recruitment and selection activities across the organisation.
- Assist with for onboarding and offboarding employees and maintenance of all employee records.
- Responsible for developing, preparing and implementing learning and development programs for staff.
- Responsible for the management of all mandatory training and qualifications across the organisation, including the maintenance of these qualifications using the Human Resources Information System.
- Support the implementation of Award restructuring and develop, enhance and facilitate the annual Performance Appraisal systems and process.
- Oversee the shire's school-based, structured workplace learning and fulltime trainees, apprentices and cadets.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.
- Any other duties as directed by the line supervisor / manager.

ORGANISATIONAL RELATIONSHIPS

Responsible for: Not applicable at this level.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.

POSITION DIMENSIONS

Work Location: Eaton Administration Centre.

Delegated Authority: Not Applicable at this level.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

EXTENT OF AUTHORITY

This position operates under direction of the HR Coordinator and Manager HR within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of

CORPORATE ACCOUNTABILITIES

any other individual through any of your acts or omissions at work as per Council’s WHS policies and Work Health and Safety legislation.

- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire’s Values “Trust, Respect, Accountability, Customer/Community, Excellence, Support” within the workplace.

VALUES

Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.

T RUST	R ESPECT	A CCOUNTABILITY	C USTOMERS & COMMUNITY	E XCELLENCE	S UPPORT
	"We are committed to recognising and acknowledging each person's unique contribution."		"We are committed to providing a positive experience for our customers and our community."		"We are committed to being a true team."
"We are committed to showing confidence and belief in each other and ensuring we do what we say we will do."		"We are committed to transparency, good governance and accept responsibility for our actions."		"We are committed to being the best we can be within the organisation."	

SELECTION CRITERIA

- Essential:
1. Sound knowledge of Human Resources practices and procedures with a minimum of 2 years’ experience in a similar role.
 2. Knowledge and skills in the interpretation of industrial provisions and Awards.
 3. Knowledge and skills in recruitment and selection techniques.
 4. Ability to accurately process and prepare documentation using a range of Microsoft Office programs.
 5. Strong written and verbal communication skills.
 6. Strong organisational skills with the capacity to work unsupervised, manage priorities and meet deadlines under pressure.

- Desirable:
1. Relevant qualifications or progress towards a degree in Human Resources Management.