



PAROO SHIRE COUNCIL

Position Description

Human Resources Officer

Position Objectives

This role provides effective and efficient coordination of recruitment, training and retention of employees and ensures compliance with laws, regulations, and policies.

You will undertake key responsibilities in a professional, efficient and timely manner; and contribute to Council's aim of being a high performing organisation. You will need to be passionate and multi-skilled and able to consistently deliver at high standards of operational services in a tidy, organised and enjoyable environment.

Performance Indicators

#	Performance Indicator	How it's measured	Timeframe
1	Human Resources Leadership	<ul style="list-style-type: none">Perform all Human Resources administrative duties in an efficient and timely manner, ensuring that all human resources records are current, and confidentiality is maintained.Provide interpretation and advice on human resource policies and industrial instruments.	6 Months
2	Training and Development	<ul style="list-style-type: none">Uses knowledge of legal requirements and consultation to develop training programs for Council Staff.Coordinates the timely, relevant and effective delivery of training.	6 Months
3	Advice and Support	<ul style="list-style-type: none">Provides timely, accurate and relevant information to the CEO and ELT as requested.Provides support to team leaders in all areas of Council.	6 Months
4	Communication and Customer Service	<ul style="list-style-type: none">Model excellent communication and customer service within Council.Provides support to team leaders to ensure they have the skills to communicate effectively and provide a high level of Customer Service.	6 Months

Key Responsibilities and Duties

Human Resources Leadership

- Perform all Human Resources administrative duties in an efficient and timely manner, ensuring that all human resources records are current, and confidentiality is maintained.
- Coordinate the recruitment of employees, including the preparation of recruitment documentation, approval as per delegations, advertising, interviews, and correspondence to candidates as required.
- Coordinate learning and development for all staff, ensuring compliance is maintained across the organisation.
- Ensure performance reviews are completed annually and that Position Descriptions are current.
- Provide support and human resources advice to employees.
- Provide interpretation and advice on human resource policies and industrial instruments.
- In addition to the responsibilities described in this document, all employees must comply with the Paroo Shire Council's Code of Conduct and Corporate Policies.
- Other duties as required.

Training and Development

- Identify training opportunities for staff and coordinate all training approvals, registrations, bookings and reimbursements.
- Liaise with senior leaders to ensure all training needs from Performance reviews are being carried out.
- Develop and maintain an annual training plan to ensure smooth delivery of training.
- Ensure mandatory training (i.e., First Aid) is being carried out prior to expiration date.
- Maintain appropriate records of workplace training and licenses.

Advise and Support

- Assist with employee mediation.
- Provide support and HR advice to all employees.
- Act as a contact officer to all staff.

Communication and Customer Service

- Coordinate with the local school to identify, develop, and maintain work experience and school-based traineeship programs.
- Foster an organisational culture which promotes teamwork, personal accountability and encourages continuous improvement.
- Oversee and contribute to building partnerships with supervisors of people (at all levels) to coach, mentor and positively influence employee relations and business unit outcomes.
- Represent Council in discussions or negotiations with Unions or legal representation.
- Continually review and improve policies and work methods associated with this role.
- Collaborate, assist, and provide backfill for the Workcover role.

Skills and Experience

Human Resources

- Demonstrated experience in all areas of Human Resource Management, including performance management, recruitment, selection and industrial relations.
- Detailed knowledge of legislation, awards, agreements, policies and procedures relating to Human Resources.
- Demonstrated ability to plan and organise workload and operate with a high degree of autonomy, while providing proactive assistance to all clients.

- Demonstrated high level attention to detail.
- Demonstrated ability to effectively operate computer systems including HRIS and MS Office Suite.
- Commitment and uphold Council Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.
- *Desirable - >2 years' experience in human resources or related field*

Training and Development

- Experience in coordinating workplace training and development programs
- Experience in delivering training events and seminars.
- Experience in measuring efficacy of workplace training events and programs.
- *Desirable – Experience in the facilitation of workplace training*

Advice and Support

- Able to respond to queries and issues in a prompt manner, to provide accurate and compliant recommendations.
- Demonstrated ability to be the staff's key point of advice regarding Award and EB queries.

Communication and Customer Service

- Proven experience partnering with senior management to provide people management solutions.
- Excellent interpersonal skills with a proven track record in developing strong working relationships at all levels.
- Demonstrated ability to negotiate mutually beneficial outcomes and deal with many different types of people.

Training and Education

Qualifications

- Relevant tertiary Human Resources qualifications and/or lesser formal qualifications with work skills and significant relevant experience.
- Experience in an appropriate discipline relevant to the areas of responsibility
- Current Queensland Driver's License.

Specialist skills and knowledge

- Highly developed verbal and written business communication and interpersonal skills.
- Ability to adapt to changing work environments.
- Sound knowledge and demonstrable understanding of the role and its organisational context.
- Ability to effectively use relevant technology systems and applications relating to key responsibilities.
- High level of presentation and commitment to quality systems and continuous improvement.
- Proficiency in the application of HR knowledge, including the underlying principles in addition to the practices.
- Familiarity with relevant budgeting techniques
- Experience

Reporting Arrangements and Delegations

- This role reports directly to the CEO and is a part of the Office of the CEO
- This role has no direct reports but is expected to consult widely within the organisation, especially with the Payroll Officer and the WHSO

General Conditions of Employment

- This Role is Stream A, with the Level between 3-6, to be negotiated depending on experience and qualifications.
- This role is covered by:
 - Queensland Local Government Industry (Stream A) Award – State 2017
 - Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024 or its successor agreement.
- This position will be required to work from The Civic and Community Enterprise Centre, Cunnamulla and may be required to work outside of standard business hours.
- In compliance with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment.