



Human Resources Officer Position Description

Incumbent:	VACANT
Position Number:	8027
Directorate:	Governance
Team:	Human Resources
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 4-5
Current Level:	
Reports to:	Human Resources and Workplace Health and Safety Manager
Accountable for:	Nil
Located:	Longreach
Revised:	January 2021

Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking



Position Objective

The primary role of this position is to facilitate and support key processes and accountabilities within Human Resources, by providing sound advice and support in the areas of policy and procedure, recruitment and onboarding, staff training and development, industrial relations and workplace development. The position will also be required to coordinate the maintenance and ongoing analyse and improvement of the personnel information system and integrity of record management.

Position Responsibilities

- Identify areas of opportunity to improve existing Human Resources processes, functionality and work flow, and maximize technological capabilities to reduce manual processes (i.e. annual performance review process and other systems) and improve data management and efficiency.
- Recommend changes to current processes to provide for effective use of the HR Module in SynergySoft, and take the lead as a project manager to implement these changes (i.e. recruitment, performance appraisals, employment positions etc.)
- Determine the validity of other modules within the Human Resources SynergySoft Module and ensure current applications are being utilized and optimized to the fullest capabilities.
- Analyse and maintain the integrity of the SynergySoft Human Resources Module including but not limited to personal details, employee skills and training details, financial delegations, employment positions.
- Draft polices based on best practice on a broad range of Human Resources matters that support strategic directions, ensuring that outcomes are implemented and communicated regularly to staff.
- Provide accurate, professional and confidential advice and support to supervisors and employees on the contents of policies, awards, certified agreements and other relevant legislation in liaison with the Human Resources and Workplace Health & Safety Manager and Senior Payroll / Awards Advisor.
- Provide support in relation to performance management, investigations, workplace development and all other industrial relations matters where required by the Human Resources and Workplace Health & Safety Manager.
- Ensure Councils organisational structure is accurate and provide advice on change management and position proposals.
- Coordinate with the Human Resources Administration Officer to administer the recruitment and selection process including assisting in a review of the position, preparation and review of relevant advertising documents and position description, advertising, shortlisting, organising and conducting interviews, reference checks, preparing employment offers, pre-employment checks, onboarding process and the probation period process.
- Oversee and manage new employee inductions including ensuring new employees receive information on the Code of Conduct.
- Coordinate and manage the annual performance appraisal process including any required actions as outcomes of individual appraisals.

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- Manage the organisational training and development requirements including regulatory training and professional development of all employees, including but not limited to, trainee/apprentice sign-ups, engaging Registered Training Organisations and identifying funded training opportunities.
 - Manage and maintain all employees personnel files, including both hard copy and electronic filing inline with relevant record keeping practices whilst maintaining a high level of integrity and confidentiality.
 - Work collaboratively with a variety of Council staff on the planning, management and delivery of the programming, sponsorship and marketing of Council's events and health and well being programs.
 - In conjunction with the Human Resource team, coordinate the annual Big Day In as well as Years of Service and Employee Excellence Awards.
 - General administrative support including purchasing, letter writing, filing, record keeping, minutes and agendas as required within the Human Resources team.
 - Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisors or the Chief Executive Officer

Position Requirements

Skills

- Demonstrated communication skills with the ability to deal with all levels of the organisation.
- Excellent time management, organisation and planning with an ability to prioritise and manage own time and meet critical timeframes.
- Exceptional attention to detail and record keeping skills.
- High level customer service skills.
- An ability to read and interpret legislation.
- Developed analytical, problem solving ability and negotiation skills.
- Ability to work with minimal supervision.

Knowledge

- A thorough understanding of how to maintain a safe working environment.
- Advanced skills and knowledge in multiple software applications including Windows based software and in Human Resources software, Synergy Soft highly regarded.
- Knowledge of Council's policies and procedures and relevant Local Government legislation.
- Knowledge of Human Resources practices and relevant legislations, awards and agreements.

Mandatory Experience/Qualifications

- Current "C" Class Drivers Licence.
- Relevant qualification in Human Resources, or ability to obtain.

Desirable Experience/Qualifications

- Certificate IV in Training and Assessment.
- First Aid & CPR.
- Working with Children Blue Card.

Delegations and Authorisations

Financial Delegation

A financial delegation of \$3,000.00 is assigned to this position. Please refer to Council's Procurement Management Directive for details of Council's guidelines as per Local Government Act and Regulation. Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Electronic Document Management System.

Physical Requirements

Physical Demand Category

Sedentary Work

Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.

Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.

Heavy Work – Frequent lifting/carrying of objects weighing up to 20kgs.

Audio-Visual Demands

Depth Perception Colour Discrimination Peripheral Vision Hearing

Specific Actions Required

This job may include:

Standing/Walking

- None
 Occasional
 1-4 Hours
 4-6 Hours
 6-8 Hours

Sitting

- None
 Occasional
 1-4 Hours
 4-6 Hours
 6-8 Hours

Driving

- None
 Occasional
 1-4 Hours
 4-6 Hours
 6-8 Hours

Work Environment

Attribute	Yes	No
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Repetitive Motions

Simple Grasping Fine Manipulation Pushing & Pulling Finger Dexterity Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Plant operation with maximum seat rating of 150kgs



Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC- SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time and casual employees.

Your responsibilities include:

1. To comply with instructions given for WH&S at a workplace by the employer;
2. Comply with the **Health and safety duties and Duty of Care** requirements as specified within the *Work Health and Safety Act 2011 Part 2*.
3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the **LRC-SMS** by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
8. Performing all work and associated functions in a safe, efficient and effective manner;
9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
12. To report hazards and risks in accordance with WH&S procedures;
13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
15. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
16. Report any concerns for WH&S to your Supervisor.



Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Mitchell Murphy, Chief Executive Officer
Signature:	
Date:	
Present Incumbent:	VACANT
Signature:	
Date:	