

Position Description

Position Title	Human Resources Officer		
Department	People & Culture	Position Number	PRI04
Grade	Grade 7	Location	Council Administration Office - Coonamble
Status	Permanent Full Time	Hours	35 hours per week
Reports To	Manager - People & Culture	Industrial Instrument	Local Government (State) Award 2023
Date Revised	16/04/2025	Version Number	2
Direct Responsibilities	Recruitment, Onboarding, Employee Programs, IR/ER program Support, Volunteers and Trainee management, including Payroll relief.		

Council's Vision

Coonamble Shire is a connected, respectful, and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

This position is responsible for a broad range of Human Resources functions, including recruitment and selection, employee welfare and providing a high level of professional customer service to internal customers through the accurate and timely administration of Human Resources processes.

The position also ensures a high standard of data integrity and reporting, compliance with legislative requirements as well as Council policies and includes act in a relieving capacity position for the Payroll & HR Officer when required.

Position Benefits

- Four (4) weeks annual leave per year (pro rata).
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Human Resources

- Coordinate the administration of Recruitment and Selection processes, working in conjunction with the management team to assist in all facets as required.
- Conduct and oversee onboarding programs and training for new staff.
- Collate and assist with preparation of HR metric data reports as required.
- Assist with the administration and maintenance of the staff performance review process.
- Coordinate the annual Staff Recognition Awards program.
- In conjunction with the wider team maintain a centralised position data base for position descriptions and WWCC ensure information is current.
- Assist the administration of HR programs as required, including project implementation.
- Assistance, implementation and monitoring compliance with Council's Human Resources policies and procedures.
- Relief duties in relation to progressing payroll, superannuation and worker's compensation when required, which may include assistance with End of Financial year processes.
- Maintenance of Human Resources records including personnel files and participate in auditing processes as required.
- Oversee the administrative function of Council's trainee, apprentices, volunteers, and work experience programs.
- Sound understanding of IR, Employment Law and Award provisions, including Council's policies, in order to provide advice and assistance to other staff as required.

Records and Finance

- Completion of accurate timesheets with job numbers, daily checklists, reconciliations and other work related documentation.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Ensure compliance with Council's record management systems.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.
- Ensuring that accounting transactions and records are in accordance with Council's Policies and procedures.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Completing and adhering to workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of Workplace Health and Safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and hazards in the workplace, within given timeframes.
- Participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Prepare information and compile reports as requested.
- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Position Description

Key Internal Relationships

People & Culture Team	Work collaboratively within the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.
Council Departments	Collaborate with all Council Departments to ensure service continuity and a high level of customer service.
Direct Reports	Nil

Key External Relationships

External Stakeholders and Committees	Represent Council and provide a high standard of excellence and professionalism to all stakeholders.
--------------------------------------	--

Delegations

- Nil

Position Description

Essential Requirements

Technical Requirements

- Sound literacy, numeracy and computer skills in order to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (2+ years).
- Sound knowledge of Human Resources preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Certificate IV in Business Administration, Human Resources or equivalent.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Class P, P2 or C Drivers Licence (unrestricted).
- Current NSW Working with Children Check.

Desirable Requirements

- Experience in Payroll systems and processing.
- Completion of relevant training courses and certificates.
- Local Government experience.

Selection Criteria

- Sound literacy, numeracy and computer skills in order to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (2+ years).
- Sound knowledge of Human Resources preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Proven experience to research and analyse information and develop logical solutions and utilising critical thinking.
- Certificate IV in Business Administration, Human Resources or equivalent.
- Takes the initiative to progress own and team tasks, contributes to the achievement of team/project goals through consistently delivering high quality work with minimal supervision.
- Initiates action on team goals/projects, issues and opportunities and is flexible, showing initiative and responding quickly to change.
- Commitment to safety and consistently act in line with legislation and policy.
- Ability to communicate clearly and effectively, work independently with minimal supervision, and contribute positively within a team environment.

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	