HUMAN RESOURCES COORDINATOR

POSITION TITLE:	Human Resources Coordinator
POSITION NUMBER:	2023
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	5-6
	Provisions of appointment pay level and progression are to be in accordance with the applicable award.
REPORTS TO:	Human Resources Manager
DEPARTMENT:	Executive
LAST REVIEWED:	April 2024

ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to create a better future.

Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

We Value



Honesty Integrity Accountability

OBJECTIVE OF THIS ROLE

To assist the Manager Human Resources & Safety in the delivery of HR processes and strategy. This includes advising and working on special projects, assessing and implementing HR policies and procedures, consulting on industrial relations issues, and developing change management processes.

REPORTING LINES

The Human Resource Coordinator reports directly to the Manager Human Resources & Safety and works closely with other members of the HR team, managers, and department heads.

GENERAL DUTIES AND RESPONSIBILITES

- Demonstrating behaviours that are consistent with Council's values, towards all staff, contractors, and Councillors.
- Development, implementation, and monitoring of HRM policies, procedures and processes.
- Provision of information, advice, and support to staff on HRM procedures and policies.
- To develop and maintain effective relationships across the organisation to support human resource management activities.
- Administration of, participation in and investigation of disciplinary and grievance procedures.
- Identification of HR risks.
- Implementation of HR strategies.
- Provides up-to-date and accurate general ER and IR advice to staff.
- Provides support and assistance to the Manager Human Resources & Safety across all HRM functions.
- Contributes to the development, implementation, and maintenance of HRM reporting systems with a particular focus on the HRIS.
- Prepare detailed reports, business cases, and correspondence on a range of HR matters.
- Undertake job analysis, job design, and organisation change as required.
- Support the Manager Human Resources & Safety in the development, skilling, and coaching of Council staff in best practice processes.
- Monitor industry trends and issues to provide timely and accurate advice to management on HR issues and practices.
- Ensure the provision of relevant statistics to the senior management group and other bodies.
- Liaise with relevant government departments for visa sponsored applications.
- Other duties as needed that are within the reasonable scope of the position.

KEY RESPONSIBILITIES IN THIS ROLE

Employee Matters

- Provide operational and strategic advice and coaching to management on staff related matters including, but not limited to, recruitment, orientation, probation and offboarding, pre-employment screens, performance management, disciplinary matters, terminations, grievances, conflict resolution, management of non-work-related injuries/return to work (in conjunction with the WHS Officer).
- Be a resource for new managers with regard to Cloncurry Shire Council's Human Resources practices.
- Ensure the compliance of the performance management and disciplinary processes within legislative and policy requirements; advising managers to achieve that compliance.
- In consultation with the Manager Human Resources & Safety, support the payroll team - payroll, Collective Agreement, and modern award interpretation issues.
- Build and implement the Council's performance appraisal procedure.
- Facilitate offboarding processes – including exit interviews.

Recruitment and Selection

- Conduct recruitment and selection activities.
- Provide advice in the selection of applicants.
- Assist in promoting Council as an employer of choice by supporting school engagement, work experience, and career expos.
- Assist with employee onboarding and induction.

Policies and Procedures

- Ensure the delivery of HRM policies, procedures, and processes.
- Contribute to the development and implementation of HRM policies and procedures.
- Remain up to date with current workplace employment practices.
- Provide advice and guidance to management on termination processes.
- Communicate changes on HR practices to all relevant staff.

Legislation

- Ensure Cloncurry Shire Council's employment policies and practices meet the requirements of legislation e.g., The Queensland Industrial Relations Act 2016, Equal Opportunity, Anti-Discrimination, Workplace Harassment legislation, Queensland Information Privacy Act 2009, Work Health and Safety Act 2011, Workers Compensation and Rehabilitation Act 2003, Relevant Modern Awards, Cloncurry Shire Council Certified Agreement.

General Human Resource Management

- Monitor industry trends and issues to provide advice to management on HRM issues and practices.
- Champion Council's Employee Assistance Program (EAP).
- Maintain and update all relevant HR documentation.
- Assist in the delivery of Council's payroll.
- Relieve other team members as required.
- Promote best practice and maintain professional standards and integrity.
- Liaise with external consultants in the disciplines of Industrial Relations, Occupational Health and Safety, Human Resources and Legal.
- Maintain confidentiality at all times.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Sound working knowledge of relevant Awards and legislation, and employment procedures and practices; the ability to interpret them as they apply to Council's operations
- Experience in conflict resolution and mediation.
- A high level of administrative ability and report writing skills.
- A high degree of computer literacy.
- Ability to develop, implement and monitor HR policies and strategies.

- Demonstrated knowledge of Local Government practices.
- Demonstrated flexibility within a changing workplace environment.
- Demonstrated sensitivity and understanding in dealing with people.
- Demonstrated ability to produce clear, succinct, and professional correspondence.
- Demonstrated ability to maintain a high level of confidentiality.

KEY SELECTION CRITERIA

- Understanding and working knowledge of Human Resource functions and employment related legislation.
- Skills and experience in conflict resolution and mediation.
- Oral, interpersonal and written communication skills.
- Knowledge of and commitment to the principles and practices of effective Human Resource practice.
- Understanding of contemporary Human Resource practices and principles.
- Conceptual and analytical skills, relevant to the formulation and implementation of HR objectives, policies, and strategies.
- Ability in using computer-based programs relevant to HRM and Work Cover.
- Ability to developing and implement professional development programs.
- Knowledge of Local Government practices.
- Demonstrated ability to manage effectively with a high degree of flexibility within a changing workplace environment.
- Demonstrated sensitivity and experience in dealing with people.
- Demonstrated ability to produce clear, succinct, and professional correspondence.
- Demonstrated ability to work effectively within a team environment.
- Time management ability.
- Demonstrated ability to maintain a high level of confidentiality.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Tertiary qualification in HR or related field (e.g., Business, Psychology, Law, etc.) or a substantial level of Human Resource Management experience
- A current Police Clearance .
- Hold and maintain an unrestricted C class driver's licence.

Desirable:

- Certificate in Human Resources.
- Certificate in Training and Assessment.
- 3+ years' experience in the HR field.

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council staff have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the *Work Health and Safety Act 2011("Act")* an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All staff of the Cloncurry Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the *Act*.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature **Date**