

Human Resources Officer

Our refs: SF22/241

Collaborate with Council's employees and leadership teams to achieve operational objectives. Provide both specialist advice and delivery of human resource related services (i.e., the employee lifecycle: recruitment, onboarding, development, engagement, retention, and separation).

About:

- Regional position
- Full-time / 36.25 hours per week
- \$74K per annum, plus superannuation and allowances
- 5 weeks annual leave
- Monthly Rostered Days Off (RDO's)
- *QLD Local Government Industry (Stream A) Award – State 2017 / Maranoa Regional Council Certified Agreement 2019 / Level 6*
- Salary Sacrifice Facilities

A strong candidate for this role will have:

- Current C (Car) Class Driver Licence
- Tertiary Qualification in human resource management or equivalent; or
- Lesser formal qualifications with substantial years of relevant experience; or

To apply:

Upload your full application to Council's website www.maranoa.qld.gov.au/careers by the closing date.

Should you prefer submitted a hard copy application, please visit one of Council's Customer Service Centres or contact Council's Human Resources Team for more information.

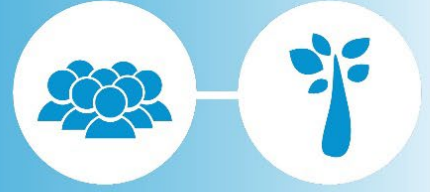
Closing date 5:00pm Monday, 17 October 2022

For more information:

Telephone | 1300 007 662
Email | hr@maranoa.qld.gov.au
Website | www.maranoa.qld.gov.au

POSITION DESCRIPTION

Human Resources Officer (0611)



About the position

Profile

Position title	Human Resources Officer
Position number	0611
Department	Organisational Development & Human Resources
Current location	Regional Position
Classification	Queensland Local Government Industry (Stream A) Award – State 2017 – Level 6
Reports to	Manager – Organisational Development and Human Resources
Date last reviewed	27 September 2022

Purpose and objectives

To contribute to the Organisational Development and Human Resources team operational objectives and work closely with Council's leadership team and employees providing both specialist advice and operational delivery of human resource related services to support employee lifecycle stages (i.e., recruitment, onboarding, development, engagement, retention, and separation).

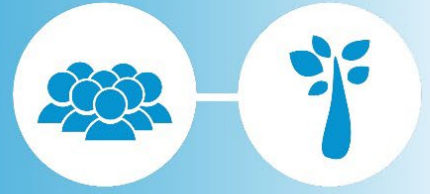
The role works under the direction and general guidance of the Manager – Organisational Development and Human Resources.

Team Objectives

- Compliance with employment law and industrial instruments (e.g., *Industrial Relations Act 2016*, awards, and certified agreement).
- Development, implementation and review of industrial instruments and human resources policies and processes.
- Enhancement and maintenance of Council's human resources business system modules and employee records including Council's Organisational Structure.
- Collation, analysis and monitoring of employee and organisational metrics to inform strategic decision making.
- Engagement strategies and initiatives to ensure everyone is informed and aligned.
- Management, assessment, and recruitment for positions within approved organisational structure.
- Content development for an employees' handbook and on-line training platform to provide learning outcomes at a cost-effective price, consistent quality, and currency of content.
- Ensuring employees are job ready and productive i.e., coordination and delivery of employee induction and refresher training, probation, and skill verification processes.
- Provision of a confidential short-term counselling and employee support service through an external, independent provider for a range of personal and work related issues.

POSITION DESCRIPTION

Human Resources Officer (o611)



Primary focus – key responsibilities

Industrial instruments, legislation and policies

- Provide accurate and timely advice and information as the first point of contact for the Organisational Development and Human Resources team on matters relating to employment legislation, awards, and certified agreement.
- Provide administrative assistance for preliminary investigations into workplace relations issues (e.g. complaints, conflicts / disputes, grievances, performance and disciplinary matters) under the direction and guidance of the Manager.
- Research information and prepare reports and presentations to Council meetings and workshops.
- Review and contribute to the development and enhancement of Council policies and procedures to reflect human resources best practice.

Employee Lifecycle (Recruitment, onboarding, internal movement, separations)

- Prepare, maintain, and review position descriptions in conjunction with Overseers, Managers and Directors.
- Assess and review position classifications in accordance with industrial instruments.
- Facilitate all stages of the recruitment process ensuring legislative, policy and procedural compliance.
- Prepare Letters of Offer, Conditions of Employment and Employment Contracts.
- Process employee movements (i.e., appointments, secondments, higher duties, parental leave, part-time arrangements, flexible work arrangements, separations) and update business system modules and employee records to accurately reflect employee movements.
- Facilitate employee separation and exit process including exit interviews and feedback reports.

Business system modules and employment data

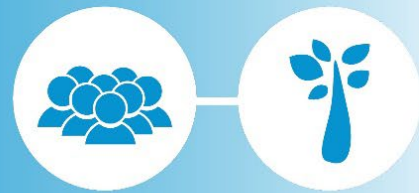
- Review, enhance and maintain Council's human resources business system modules and employee records.
- Identify continual improvement initiatives and partner with other teams to implement systems and processes which increase efficiencies and accuracy in processing employee entitlements.
- Review, enhance and maintain the Organisational Structure to ensure the data is accurate and complies with internal auditing.
- Review, enhance and maintain the Human Resources Module of the Authority business system, identifying and scheduling system improvement initiatives and documenting processes i.e., user's guide / process manual.
- Produce and analyse employment data reports to monitor organisational performance (e.g. absenteeism, leave balances, retention, demographics, diversity etc.).

Continuous improvement

- Lead and undertake projects and activities to enhance Council end-to-end human resources platform to support business performance and strategic workforce planning and reporting.

POSITION DESCRIPTION

Human Resources Officer (o611)



Secondary focus – key responsibilities

Engagement strategies and initiatives

- Contribute to the enhancement and implementation of employee engagement programs and initiatives that aim to improve employee's experience and workplace satisfaction.
- Implement, evaluate, and rethink value-centered initiatives to support Council's strategic objectives.
- Review and improve activities related to the employee lifecycle including, retention, reward and recognition. Coordinate employee recognition programs and initiatives in accordance with Council policy.
- Design and coordinate employee surveys and report on HR analytics

Learning and development

- Assist with the delivery of Council's Corporate Induction program to all new employees.
- Support the delivery of human resources in-house training and information sessions to inform Council's leadership team, supervisors and employees.
- Provide maintenance support for Council's online learning hub and training records.
- Support the implementation of learning and development opportunities for employees relevant to their area of work.
- Assist employees who have identified learning needs and identify appropriate training providers and workplace mentors.
- Support the delivery of Council's Apprenticeship and Traineeship program.

Other

- Assume the accountabilities as per the established role dimensions for the position
- Undertake duties within the skill level, competence and training, consistent with the applicable level within the Award, in any area of Council as required
- Demonstrate a strong commitment to Maranoa Regional Council's values and team goals:

Our values

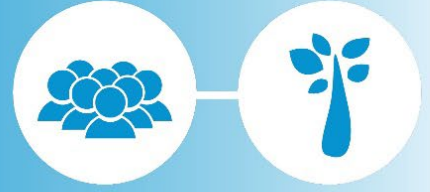
- ✓ Striving for excellence
- ✓ Being respectful
- ✓ Showing empathy
- ✓ Ensuring honesty
- ✓ Providing transparency
- ✓ Encouraging innovation and efficiency
- ✓ Demonstrating accountability
- ✓ Ensuring the safety of our teams and community
- ✓ Thinking about today and tomorrow

Our teams' goal

- ✓ **Quality** in our services and projects
- ✓ **Safety** of our teams and community
- ✓ Management of our natural and built **Environment**
- ✓ **Affordability** of our current and future communities

POSITION DESCRIPTION

Human Resources Officer (o611)



About the person

Qualifications and experience

- Current C (Car) Class Driver Licence
- Degree with study and experience in the discipline of industrial relations / human resources (or other related field of study); or
- Lesser formal qualifications with substantial years of relevant experience; or
- Obtained through previous appointment, service and/or study, an equivalent level of expertise and experience to undertake the range of activities required
- Experience working in Local Government or similar environment will be highly regarded

Required skills and experience

- Demonstrated ability to develop and maintain an end-to-end human resources platform to support strategic workforce planning and reporting.
- Demonstrated ability to develop and deliver human resources processes and services to facilitate all employee lifecycle stages (i.e., recruitment, onboarding, development, retention and separation / offboarding).
- Comprehensive understanding of employment legislation, industrial instruments, and policy frameworks to provide objective advice, guidance and support to senior leadership team members and employees.
- Demonstrated ability to manage highly sensitive and confidential matters with professionalism, integrity, tact, and impartiality.
- Well-developed interpersonal skills with the ability to establish and maintain positive relationships.
- Strong communication skills demonstrated through the ability to liaise and consult with a variety of stakeholders.
- Exemplified enthusiasm towards innovating sustainable practices.
- Demonstrated ability to effectively manage time, plan and set priorities and organise own work to achieve individual and department objectives within agreed timeframes.
- Demonstrated experience in conducting research, preparing correspondence, data reports and employment documents with a high level of accuracy and attention to detail.
- Ability to work as a member of a team as well as independently, demonstrating initiative, adaptability, and professionalism in the workplace.
- Ability to demonstrate and display Maranoa Regional Council's values and team goals.