



Position Description

POSITION TITLE:	Human Resources Manager
APPOINTMENT:	Permanent/Full time
REPORTS TO:	Finance Director
SECTION:	Finance
LOCATION:	Hope Vale
APPROVED BY:	Chief Executive Officer

POSITION OBJECTIVES

1. To manage Council's human resources management function, industrial relations and work health and safety management
2. To support the Finance Director in managing the Corporate services of the Council.

1. KEY RESPONSIBILITIES & DUTIES

Shall include but not limited to:

Main Job Tasks and Responsibilities:

The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Provide initiative, innovative thinking and strategic direction that will assist Council to best manage its Human Resources function.
- Effectively manage the following Human Resources related functions:
 - Recruitment and selection and induction
 - Employee and Industrial Relations
 - Payroll
 - Learning & Development
 - Workers compensation and the return to work of injured employees
 - Workplace Health and Safety
- Provide specialist HR advice to management and employees regarding industrial relations, award conditions and other employment matters.

- Coordinate the development of (including research and analysis support) a contemporary HR policy suite for Council. Act as the custodian of the policy register and structure to ensure consistency in policy development, periodic review for relevance and need and communication of policies to Council and community.
- Act as custodian of the enterprise risk management system and provide leadership of a risk culture across the organisation, including business continuity planning (noting that disaster planning and management is led separately to this role).
- Management of internal and external claims for loss or damage, including Work Health & Safety claims.
- To undertake other duties as lawfully directed by the Finance Director and/or the Chief Executive Officer.

2. POSITION REQUIREMENTS

Legislative Requirements

Observe Council's policies and procedures to ensure compliance with all relevant legislation, including:

1. Local Government Act 2009;
2. Local Government Regulations 2012;
3. Public Sector Ethics Act 1994;
4. Industrial Relations Act 2016;
5. Workplace Health and Safety Act 2011;
6. Workplace Health and Safety Regulation 2011;
7. Workers Compensation and Rehabilitation Act 2003;
8. QLD Crime and Corruption Act 2001;
9. Commonwealth Age Discrimination Act 2004;
10. Commonwealth Racial Discrimination Act 1975;
11. Commonwealth Sex Discrimination Act 1984;
12. Equal Opportunity in Public Employment Act 1992;
13. Anti Discrimination Act 1991;
14. The Public Records Act 2002;
15. Public Interest Disclosure Act 2010

Confidentiality and Privacy

- Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment.
- Ensure compliance with:
 1. Right to Information Act 2009
 2. Information Privacy Act 2009

Financial Responsibilities

Comply with Procurement Purchasing Policy to ensure Council uses public funds in an efficient manner to achieve the optimum value for funds expended.

Qualifications & Experience

- A degree in a relevant discipline and/or a minimum of 5 years' experience in an HR management capacity
- Membership of a recognised professional body.
- Sound working knowledge of corporate service and human resource principles and practices.
- Working knowledge of integrated accounting packages, word processing and spreadsheeting applications.
- Demonstrated sound level of communication, negotiation and interpersonal skills and proven ability to manage and interface with public and/or private sector environments.
- Possession of a current 'C' Class Open Driver's Licence

Technical Skills & Abilities

- Sound level of proficiency in report writing and demonstrated ability to produce logical, plain English and professional written communication.
- Sound project management and organisational skills.
- Demonstrated ability to use initiative and solve problems.
- Demonstrated strong capacity to plan workload, achieve set goals and meet deadlines.
- Excellent interpersonal and verbal communication skills.
- Sound computing skills

3. WORK HEALTH AND SAFETY

All Staff:

- Ensure all appropriate actions are taken to implement and attend to all WH&S policy, procedures and legislative requirements
- Participation in WH&S training as required
- Demonstrated commitment to WH&S

Supervisors:

- Ensure all work injuries are recorded and investigated and that preventative strategies are developed and actioned
- Ensure consultation with employees and employee WH&S representatives on workplace change or issues which affect health and safety of staff
- Initiate hazard reports, investigate and resolve or refer on for actioning as necessary
- Coordinate staff induction and training programs
- Conduct workplace visits, inspections and demonstrate commitment to supervising for safety
- Conduct, record and monitor safety audits, develop and action preventative strategies and provide feedback as required
- Contribute to ensure our workplaces are as risk free as possible for all employees, residents and visitors

4. ORGANISATIONAL RELATIONSHIPS

Internal Liaisons: Council and Council staff.

External Liaisons: Government Departments, and the Wider Community

All employees of the Council are expected to work in a harmonious team environment, assisting one another where required, meeting the Council's objectives and providing a high level of customer service.

5. EQUAL EMPLOYMENT OPPORTUNITY

Adhere to Hope Vale Aboriginal Shire Council's Policy and Procedures and Legislation regarding Equal Opportunity.

6. PERFORMANCE APPRAISAL

An Annual Performance Appraisal System operates, performance of the employee will be assessed against objectives, responsibility areas and duties, and the level of skills against those listed in this job description as being required of the position.

This Position Description will be subject to change from time to time as Hope Vale Aboriginal Shire Council's organisational direction is refined and developed to meet ongoing needs. It is expected that this position, in time, will continue to absorb responsibility for additional corporate services role. Any such re-organisation of duties shall be the subject of discussion with the position incumbent.

7. SELECTION CRITERIA

1. A degree in a relevant discipline and/or a minimum of 5 years experience in an HR management capacity.
2. Sound working knowledge of corporate service and human resource principles and practices.
3. Demonstrated sound level of communication, negotiation and interpersonal skills and proven ability to manage and interface in the public and private sector environments.
4. An ability to demonstrate you can interpret, develop and implement relevant HR legislation and policy.
5. Proficiency in the use of computer software including MS Excel and Word and hands on experience in the use of computerised accounting software.
6. Ability to acquire and interpret knowledge of Awards and Industrial relations practices.
7. Demonstrated Experience and knowledge in WHS related legislation
8. Minimum of Queensland C class provisional driver's licence.

8. PRE-EMPLOYMENT CHECKS

As part of the interview process the preferred candidate will be required to undertake the following pre-employment checks:

- Right to Work in Australia
- Criminal History Check
- Medical Assessment including Drug & Alcohol testing.

Hope Vale Aboriginal Shire Council will arrange these checks for the preferred candidate following interview.