



- 1. Title: Human Resources Coordinator**
- 2. Level: LGIA L7**
- 3. Department: Office of the Deputy Chief Executive Officer**
- 4. Position Objective**

- ) To coordinate and maintain the delivery of Human Resources services including the provision of advice to Chief Executive Officer, Senior Management and staff in relation to HR matters, relevant policies and procedures, recruitment and selection, performance management and learning and development, workplace health and safety, workforce planning and industrial relations.
- ) To lead the strategic and operational human resource portfolio in support of the Town's objectives. To guide and deliver all people related initiatives and ensure that all people services are effective.

## **5. Key Responsibilities**

### **5.1 General**

- ) Ensure all Human Resource practices and procedures are carried out in accordance with the Town's Enterprise Agreement, Council policy, Industrial Awards, Equal Opportunity and other relevant legislation.
- ) Provide high quality general human resources services to the organisation such as regular review of the HR strategy, policies and general HR advice as required.
- ) Liaise with the Chief Executive Officer and Senior Management by providing advice, guidance and support in regards to industrial relations matters relating to disciplinary issues, performance management, workplace bullying, equal opportunity and discrimination, misconduct and grievances.
- ) Where appropriate conduct or coordinate workplace investigations in regards to employee conduct, grievances, workplace bullying, equal opportunity or unsatisfactory performance in line with the Town's policies, procedures, *Fair Work Act* or other relevant legislation.
- ) Monitor and review the Town's human resources policies and procedures to ensure that staff and senior officers are aware of their responsibilities and rights accordingly.
- ) Make recommendations to improve systems, policies and practices to ensure the continuous improvement of the Town's HR systems and overall human resources function.
- ) Perform other duties as directed by the Chief Executive Officer and Deputy Chief Executive Officer.

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### **5.2 Recruitment and Selection**

- J Coordinate and manage all aspects of the Town’s recruitment and selection process including:
  - Initial assessment of the need to fill a vacancy in liaison with management;
  - Review of position description and placement of vacancy advertisement/s;
  - Collation of submitted applications and correspondence with applicants;
  - Coordination of shortlisting and scheduling of interviews;
  - Coordination of the selection panel including managing declarations of confidentiality and conflicts of interest;
  - Development and assessment of reference check reports for the successful candidate/s;
  - Maintenance of strict record keeping throughout in accordance with Town protocol.

### **5.3 Contract Administration**

- J Develop and draft all contracts of employment (casuals, permanent, fixed term and maximum term staff) in alignment with relevant legislation and standards.
- J Provide guidance to Senior Management in regards to negotiation of contract terms and conditions as needed.
- J Manage contract variations, extensions and correspondence letters such as secondments, reporting changes and acting higher duties.

### **5.4 Induction, Onboarding and Terminations**

- J Coordinate and deliver the Town’s induction program for all new starters in a timely manner.
- J Oversee the end-to-end onboarding process in liaison with the Assistant Finance Manager.
- J Execute the separation process for all exiting staff in liaison with IT Services and payroll.
- J Coordinate with the IT and Records branch reassignment of emails etc. upon termination/casual fill etc. to new staff.
- J Provide exit survey forms and conduct exit interviews and with separating staff; collate and analyse resulting data to support and improve retention statistics.
- J Arrange for relevant staff to receive a Primary/Annual Returns request for submission to the Governance Coordinator upon commencement.

### **5.5 HR Data, Establishment and Reporting**

- J Prepare and provide HR data reports using the HRIS for analysis and submission to external stakeholders i.e. Public Sector Commission, WALGA.
- J Provide detailed and accurate HR data to Senior Management for reporting on establishment, recruitment and retention, and other demographics and workforce statistics.
- J Maintain the Town’s organisational structure and provide guidance and change management support in the event of an organisational restructure.

### **5.6 OSH Management and Workers Compensation**

- J Support the Town’s OSH Coordinator to oversee the Town's Occupational Safety and Health function including the development, implementation, assessment and review of the plan and program to ensure safe work practices meet legislative requirements.

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- J Promote a strong safety culture and provide leadership and support in the implementation of the Town's OHS initiatives and systems to ensure the provision of safe and healthy worksites and compliance with OHS legislation.
- J Responsible for the coordination of workers compensation claims and injury management.
- J Develop and implement Town-wide training initiatives to support continuous learning and improvement in the OSH field for all staff.

### **5.7 Employee Performance and Development**

- J Facilitate and oversee, the issuing and recording of probation and performance review documentation, including scheduling of reviews, and maintain all records.
- J Provide advice to Management in regards to matters of poor performance, probationary period extensions or employee recognition for outstanding performance.
- J Liaise with Management to identify potential training opportunities or skills gaps as an outcome of performance reviewing.

### **5.8 Records Management**

- J Maintain all HR related documentation, personnel files and records including filing, scanning and registering in the electronic document management system and archiving.
- J Adhere to strict confidentiality and document control at all times when dealing with personnel matters, in accordance with the Town's record management policy.

## **6. Selection Criteria**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position.

### **6.1 Essential**

- J Completion of, or significant progress towards, a tertiary qualification in Human Resources or a related discipline, and/or equivalent significant relevant experience.
- J Comprehensive understanding and interpretation of applicable current Federal and State legislative requirements (e.g. employee relations, equal employment opportunity, *Occupational Health and Safety Act 1984*).
- J High level interpersonal, conflict resolution and negotiation skills with the ability to communicate with a wide range of people to ensure delivery of a high level of service.
- J Highly developed organisational and administrative skills with the ability to effectively prioritise and coordinate conflicting priorities to meet strict deadlines.
- J Previous experience in the development of policies, procedures, guidelines and training documentation.
- J Ability to exercise initiative and respond appropriately when required.
- J Ability to retain confidential and sensitive information.
- J Exceptional written and verbal communication skills.
- J Experience in decision making and problem solving skills.
- J High level computer literacy and technological competency.
- J National Police Clearance Certificate.
- J Current 'C' Class Driver's Licence.

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### 6.2 Desirable

- ) Previous Local Government experience or working knowledge of Local Government processes, principles and practices relevant to the position.

## 7. Organisational Relationships

### 7.1 Responsible to:

Deputy Chief Executive Officer

### 7.2 Internal and External Liaison:

- Internal:** Chief Executive Officer  
Deputy Chief Executive Officer  
Senior Management team  
All staff
- External:** Residents, Ratepayers and the General Public  
Public Sector Commission  
Other Local Governments/Government Departments and Agencies

## 8. Extent of Authority

This position operates with a degree of autonomy under general direction of Deputy Chief Executive Officer, within the statutory obligations of all relevant legislation, and Council established policies and procedures.

This position is required to exercise initiative, judgment and make decisions within established procedures and guidelines.

## 9. Appointment Conditions

- ) *Local Government Industry (WA) Award 2010*; and
- ) Town of Cottesloe Enterprise Bargaining Agreement 2015.

**POSITION DESCRIPTION – HUMAN RESOURCES COORDINATOR**

**Prepared by:** Coordinator Human Resources  
Deputy Chief Executive Officer  
**Supervisor:** Deputy Chief Executive Officer  
**Date prepared:** 16 January 2019  
**Document last reviewed:** 16 January 2019

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Deputy Chief Executive Officer

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive Officer