Position Description

**PEOPLE & CULTURE OFFICER (TEMP354)**

Reports to: SCS021 People & Culture Coordinator

Directorate: Governance

Division: People & Culture

Grade: 12

Relationships: Directors; Managers; other Council staff; professional/industry associations; consultants and legal professionals; government organisations; and members of the public.

**Position Summary**

This position is responsible for delivering high quality recruitment services for the organisation along with implementing employment initiatives in accordance with People & Culture strategies.

**Work Health and Safety**

Wagga Wagga City Council has a duty of care under Work Health and Safety Legislation to ensure, so far as is reasonably practicable, the health and safety of workers. This includes requirements to eliminate or minimise risks to health and safety.

To minimise risk and assist in protecting workers in employment at Council, workers are required to meet the inherent requirements of the position.

**Key Responsibilities**

- Responsible for the coordination of all recruitment activities i.e. advertising; shortlisting; interviews; letters of offer, inductions; and probationary reviews.
- Develop, implement and administer sound recruitment processes for Council’s permanent, temporary and casual employees; focusing on improvement processes.
- Assist with the implementation of actions arising from Council’s Workforce Plan, Workplace Diversity Strategy, Disability Inclusion Action Plan (DIAP), Reconciliation Action Plan (RAP) and other strategies as developed to meet the needs of the workforce.
- Assist in the development, implementation and coordination of Council’s traineeship, apprenticeship, cadetship and graduate programs.
- Assist in the development, implementation and coordination of Council’s Volunteer, Work Experience and Work Placement programs.
- Coordinate and administer parental and maternity leave provisions and processes.
- Interpret Awards, employment agreement provisions, legislative requirements and staff policy and procedures to ensure legislative compliance.
- Provide support to internal stakeholders in relation to Council’s annual performance appraisal process and system.
- Utilise and maintain accurate records using Council’s databases and electronic records systems.
- Work collaboratively within the team to respond to enquiries received by People & Culture across all areas including but not limited to; Recruitment; Learning and Development; Workplace Relations; Organisational Development; Work Health & Safety; and Payroll.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. Employees can therefore expect to undertake other duties in addition to those identified. Employees are also required to align their behaviours with our workplace principles. Reviewed: January 2020.
Position Description

Position Criteria

Qualifications, Certificates and Licences
1. Minimum qualifications relevant to the role e.g. Certificate IV or Diploma in Human Resources.
2. Current Class C Driver’s Licence.

Experience, Skills & Knowledge
3. Previous experience in human resources service delivery, with an emphasis on effective administration and management of recruitment functions and related enquiries.
4. Demonstrated ability to show initiative and contemporary thinking specific to Human Resources (HR) including the ability to manage a HR project from concept to implementation.
5. Effective time management skills to work independently, along with the ability to contribute as a positive member of a collaborative team.
6. Highly developed communication (oral and written) and customer service skills relevant to the role.
7. Proficiency in the use of a Human Resource Information System (HRIS) and other relevant software packages.
8. Demonstrated ability to interpret and explain relevant legislation, Award provisions, policies and procedures.