



POSITION DESCRIPTION

POSITION DETAILS

Position Title: **People and Culture Officer**

Business Unit:	Finance	Classification/Grade:	Band 2 Level 1 MC Grade 6
		Function Group:	

Position No:	MC193	Reports to:	MC101 General Manager
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Location:	Negotiable within the Local Government Area	Positions reporting directly to this position:	Nil
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Primary Purpose of the Position

The **People and Culture Officer** is responsible for providing best practice people processes to leaders and team members to create the organisational environment for individuals, teams, departments and the organisation as a whole to achieve operational and strategic objectives in serving the community.

Roles & Responsibilities

The **People and Culture Officer** is directly responsible for the following roles and responsibilities:

- Provide a high level of customer service and advice to managers, supervisors and employees on recruitment, learning and development and employee relation matters in order to support the organisation to achieve its corporate objectives
- Promote the vision of safety, health, productivity and wellbeing of workers as the key priorities for the Murrumbidgee Council
- Maintaining knowledge regarding Local Government Act (NSW), Local Government (State) Award, corporate practices, WH&S procedures, human resources and employment related legislation, codes of practice, Council policies and procedures
- Provide an efficient and effective recruitment, selection, on-boarding and induction function, ensuring policies and procedures are adhered to
- Participate in the review of HR processes and practices to support the continuous review and improvement initiatives within Council
- Support the learning and development of all staff, coordinating identified training
- Establish and maintain accurate employee records and files, and record all correspondence and documentation in Council's electronic document management system, Content Manager
- Actively participate and contribute in the development, implementation and review of HR policies and procedures
- Prepare associated employment documentation such as letters of offer, employment contracts and position descriptions.
- Assist in the provision of HR programs and initiatives including, but not limited to, proactive wellness programs, employee engagement survey, performance appraisals, staff recognition and reward program and learning and development programs
- Provide support and advice to Council employees on HR related issues including, but not limited to, recruitment and selection, learning and development, performance management and induction processes
- Promote the Council as a customer focused organisation and advance the public image of the Council at all times

- Support leaders in the development and implementation of communication strategies, especially as they relate to contemporary HR processes and practices
- In collaboration with management, team members and the WHS & R Advisor, collate and assist with the facilitation of individual and organisational training plans on a timely and cyclical basis
- Maintain current Position Descriptions
- Coordinate and facilitate Traineeship and Apprenticeship schemes in conjunction with managers
- Source and engage suitable training providers to deliver intended training and development outcomes consistent with the organisational training plan
- Monitor and report on the organisational training budget and expenditure
- Other duties within the skills, competencies and grading of the role as directed

Obligations

- Display a positive image while meeting customer service standards for all Council stakeholders, both internal and external, relevant to the role
- Act with integrity, be ethical and professional and adhere to Murrumbidgee Council's staff values of *Trust, Honesty, Respect and Teamwork*
- Conduct all duties in accordance with relevant Quality Assurance, Safety Management and Environmental Management systems
- All employees have a legal obligation to comply with statutory and Council's WHS&R policies, procedures and work instructions
- Where applicable exercise and comply with Council delegation authority levels
- Conduct all duties in accordance with Council's Code of Conduct, plans, policies and procedures
- Maintain physical capability to undertake duties appropriate to the role
- Maintain current C Class driver licence

Authority and accountability:

- Accountable for the effective management of people and culture processes, projects and initiatives within the scope of this position and range of expected expertise

Judgement and problem solving:

- Judgement and decisions will be made on all routine matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, policy and recognised standards
- Problem solving is required using the incumbent's technical and organisational knowledge, combined with capability developed from achievements in previous people and culture roles.

Specialist knowledge and skills:

- Demonstrated applied knowledge acquired from relevant studies and experience in previous human resources role.
- Demonstrated understanding of, and ability to interpret employment legislation, policies, procedures and current best practice in the field of people and culture, enabling timely, proactive and accurate advice (within scope of position)
- Proficient use of MS Office Suite and information management systems

Management skills:

- Demonstrated ability to effectively manage time, plan, set and adjust priorities and organise work to achieve individual goals and contribute to organisational objectives
- Initiative and capability to provide meaningful, accurate and timely reports and updates on ongoing work, projects and potential issues

Interpersonal skills:

- Well developed communication skills, enabling constructive liaison and workplace relationship development with a range of stakeholders, internal and external
- Demonstrated interest in contributing to enhancing the wellbeing of the workforce. Effective communication and presentation skills

Qualifications & Experience:

- Certificate in Human Resource Management
- Current C Class driver licence and willingness to travel

Desirable Experience/Qualifications

- Degree or Diploma in Human Resources or related field
- Certificate IV in training and assessment – if not held, preparedness to attain in an agreed time frame

Authorisation:

Prepared By:	GM/HR	Date Issued:	Jan 2021
Current Incumbent		Date Commenced:	
Manager:			
Reviewed By:		Date:	

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.