

POSITION TITLE	Human Resources Advisor
DEPARTMENT	Corporate & Community Services
GROUP	Human Resources
LOCATION	Mareeba
CLASSIFICATION / LEVEL	LGOA Level 4
REPORTS TO	Coordinator Human Resources

Department Summary

The Corporate and Community Services Department ensures an integrated approach to the delivery of internal organisational services and the provision of external services of Council to the community.

Department business units include:

- Finance
- Customer & Community Services
- Development & Governance
- Human Resources
- Information Systems

Position Summary

The Human Resources Advisor is a generalist role with a primary focus on working effectively as part of a team to deliver operational human resources services to the organisation. This includes providing guidance, advice and support to managers, supervisors and staff across a broad range of functions such as workforce management, recruitment and selection, employee wellbeing, training, workplace health and safety, HRIS management and reporting.

Key Responsibilities

- Support and assist the Human Resources team to deliver reliable and timely human resources services to the organisation and maintain collaborative and productive relationships with stakeholders
- Provide guidance, advice and support to managers, supervisors and staff across a broad range of functions such as workforce management, recruitment and selection, employee wellbeing, training, workplace health and safety, HRIS management and reporting to ensure compliance with industrial obligations and alignment with Council's corporate vision, strategies and goals
- Maintain and utilise human resources data and information systems and provide data and analysis to support operational decision making
- Prepare quality correspondence, documents and forms for internal and external customers that enhance Council's professional image and reputation
- Monitor and assist with the recruitment and selection processes of Council, providing advice and support to managers, supervisors and staff with a focus on continuous improvement and maintaining best practice

- Contribute to the implementation of the organisational training plan by developing and delivering training aimed at enhancing the operations and productivity of Council as well as ensuring workforce management compliance obligations are met
- Contribute to developing, reviewing and adapting HR policies, procedures and guidelines to ensure legislative compliance and timely response to changing workforce requirements, as well as conducting research, providing metrics data and assisting with the implementation of special projects, as required
- Perform the duties of Fire Warden for the Rankin Street office
- Other reasonable duties as directed from time to time within the scope of training, skills and capacity

Skills and Knowledge

- Knowledge of legislative and compliance requirements relating to industrial relations and workforce management, particularly within the Queensland Industrial Relations framework
- Well-developed interpersonal, communication and negotiation skills, with the ability to influence, deal with difficult people, maintain confidentiality and exercise discretion
- Ability to work with limited supervision, both independently or as a constructive team member, and manage multiple projects or tasks with competing priorities and deadlines
- Attention to detail and motivated to maintain high standards when recording information and preparing correspondence and documents so others in the team can be confident that assigned tasks have been completed without errors and are of high quality
- Self-starter who achieves continuous improvement through identifying problems then working to solve them, suggesting changes then producing or actioning what is needed to implement them
- Ability to develop and deliver high-quality training to all levels of the organisation
- High-level written, numerical and digital literacy with the ability to complete professional reports and correspondence, develop training plans and extract and analyse data
- Proficient in using the Microsoft Office suite of applications, in particular Word, Outlook and Excel, as well as other software relevant to the position such as Technology One and ECM

Experience and Qualifications

Essential (Mandatory for the Position)

- Current Queensland C class driver's licence
- Bachelor's degree in Human Resources or a related field

Desirable

- Certificate IV Training and Assessment
- Rehabilitation and Return to Work Coordinator certification
- Experience conducting drug and alcohol testing on work sites

Environmental Obligations

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

SCHEDULE S3

WHS RESPONSIBILITY STATEMENT

Workers

All employees have a legal obligation to comply with WHS legislation, Council's WHS Management System – (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring they keep up to date and comply with WHS legislation and Council's WHS Management System – SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs).
2. Performing all work and associated functions in a safe manner.
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers.
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council.
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally.
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested.
8. Attending relevant toolbox, team talks or specific training organised by Council.
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area.
10. Working in a manner that will not endanger you, other employees or the public.
11. Cooperate with any reasonable instruction given by a Council officer.
12. Report any safety concerns to your supervisor.
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above Position Description and WHS Responsibility Statement (S3)			
INCUMBENT NAME		SIGNATURE	
SUPERVISOR NAME		SIGNATURE	

Last Review Date: 17 November 2023