Mareeba SHIRE COUNCIL

POSITION DESCRIPTION

POSITION TITLE	**HR Specialist Recruitment & Training**
DEPARTMENT	**Corporate & Community Services**
GROUP	**Human Resources**
LOCATION	**Mareeba**
CLASSIFICATION / LEVEL	**LGOA Level 5**
REPORTS TO	**Coordinator Human Resources**

Department Summary

The Corporate & 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
- Human Resources
- Information Systems & Governance
- Planning & Building Services

Position Summary

The HR Specialist Recruitment & Training is responsible for managing and maintaining positive relationships between employees and the organisation.

The HR Specialist Recruitment & Training will play a critical role in the attraction, retention and development of employees, promoting Council as an employer of choice and ensuring a smooth and positive candidate experience. This position requires strong communication, organisational and interpersonal skills, along with the ability to manage multiple recruitment initiatives simultaneously.

Key Responsibilities

- Manage full-cycle recruitment, from job posting to candidate selection, onboarding and offboarding
- Collaborate with hiring managers to understand staffing requirements and develop position descriptions
- Establish and facilitate the implementation of the organisational learning and training plan and activities
- Deliver in-house training including Code of Conduct and coordinate other mandatory training as required
- Source and attract candidates through various channels, including job boards, social media and networking
- Participate in recruitment events, such as career fairs and job expos
- Screen resumes, conduct interviews and assess candidates' qualifications and fit for the role
- Coordinate scheduling of interviews between candidates and selection panels
- Coordinate due diligence checks such as reference checks
- Extend job offers to selected candidates and notify unsuccessful candidates

- Coordinate employment programs including trainee and apprentice recruitment, selection, training, support and mentoring
- Coordinate the offboarding process for departing employees, including conducting exit interviews to gather feedback and insights about the employee experience and facilitating the return of Council property (e.g., laptops, ID badges, keys)
- Other reasonable duties as directed from time to time

Skills and Knowledge

- Well- developed interpersonal, communication and negotiation skills, with the ability to work independently or as a constructive team member, influence, deal with difficult people, maintain confidentiality and exercise discretion
- High-level written, verbal and interpersonal communication skills with the ability to complete comprehensive reports and correspondence, develop training plans, extract and analyse data, provide constructive feedback to managers and employees as required and liaise with customers in a culturally diverse environment
- High-level organisational and time management skills including the ability to work under pressure, set priorities and plan and organise work to manage multiple projects or tasks with competing priorities and deadlines and achieve set and agreed performance and service standards
- Ability to define and advise on alternative courses of action, and to engage and influence stakeholders in the implementation of the desired resolution
- Comprehensive knowledge and understanding of legislative and compliance requirements, Awards, EBAs, procedures, policies and workplace agreements relating to industrial relations, workforce management and payroll, or ability to rapidly acquire
- Strong analytical and problem-solving skills with demonstrated proficiency in the Human Resource and Payroll (HRP) functions within Technology One along with an advanced level of digital literacy and experience with the Microsoft suite of programs
- Ability to develop and deliver high-quality training and mentor employees at all levels of the organisation
- Ability to build rapport with candidates and hiring teams, maintaining professionalism and empathy throughout the recruitment process
- Ability to identify issues in the recruitment process and find solutions to improve efficiency or candidate experience
- Demonstrated ability to handle sensitive information, such as salary details and personal candidate data, with professionalism and discretion

Qualifications and Experience
Essential (Mandatory for the Position)

- Current Queensland C class driver's licence
- Experience in the management of recruitment and employment programs and establishing processes and systems to support the HR function
- Experience in the development and delivery of training programs, overseeing recruitment and selection activities, policy development and implementation
- High level of proficiency in using Microsoft Office applications and other Council software
- Experience working in a team-based environment and commitment to being a team player
- Demonstrated experience in end-to-end recruitment in a large organisation

Desirable

- Bachelor's degree in Human Resources or a related field along with extensive experience as a Human Resources professional in a multi-disciplinary organisation or workplace environment
- Experience in providing advice and support to managers, supervisors and employees in relation to workforce management practices
- Advanced knowledge of Technology One including extensive experience using relevant modules

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 Council's Safety Management System – SAFE PLAN - and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

Employees may be required, at Council's discretion, to undertake First Aid Officer, Fire Warden and other Workplace Health and Safety related functions and roles in accordance with their WHS responsibilities as outlined in the Statement attached in Schedule 3. When employees are required to perform these functions and roles, Council will provide relevant training.

Mareeba SHIRE COUNCIL

SCHEDULE S3

WHS RESPONSIBILITY STATEMENT

Workers

All employees have a legal obligation to comply with WHS legislation, the Council 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 you keep up to date and comply with WHS legislation and 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 talks, team discussions 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. Support safety in the workplace by undertaking First Aid Officer, Fire Warden and other WHS related functions in your workplace
11. Working in a manner that will not endanger you, other employees or the public
12. Cooperate with any reasonable instruction given by Council officers
13. Report any safety concerns to your supervisor
14. 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**		**DATE**	
SUPERVISOR NAME		**SIGNATURE**		**DATE**	

Last reviewed on: 17 February 2025