

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title	HR Coordinator
Reporting To	Human Resources Manager
Classification	Full Time Permanent
Level	Level 6 (Salary \$72,283 per annum plus 9.5% superannuation plus 17.5% pro rata Annual Leave Loading).
Location	Alice Springs

OBJECTIVES OF THE POSITION:

Operating under the direction of the HR Manager and in accordance with Regional Council corporate plans and policies and relevant legislation this position is responsible for supporting the HR Manager in the provision of high level operational and strategic HR Services to the Executive Management Team, Managers, Coordinators and Employees spread across Council's 5 Service Delivery Centres.

DUTIES AND RESPONSIBILITIES:

- Provide expert industrial relations advice and support to management and employees in the interpretation and application of workplace laws, Awards, Council's Enterprise Agreement and related industrial instruments.
- Facilitate Change Management initiatives.
- Undertake research and analysis on current and emerging legislation, trends in the areas of ER/IR, WH&S, diversity, EEO and anti-harassment.
- Establish and maintain strong relationships with managers, supervisors and staff across the organisation so as to provide HR services which are aligned and supportive of their operational and strategic objectives.
- Coordinate and assist in the carrying out of annual performance appraisals in all the business units served.
- Coordinate end to end recruitment, selection, placement and induction activities.
- Ensure that Probation Reviews for all new staff are conducted within stipulated timelines.
- Upon delegation investigate and facilitate the resolution of grievances and workplace issues. Provide expert advice and mediation.
- Contribute to the development and implementation of strategic and aligned training and development initiatives.
- Assist in the implementation and monitoring of human resource policies and procedures in a cross-cultural environment.
- Work as a member of a team in the development and promotion of an effective and proactive health, safety and wellbeing culture and approach at the Regional Council;

- Other reasonable duties within ones level as directed by the HR Manager from time to time.

SELECTION CRITERIA

Essential

- A 3 year degree in Human Resources Management/Business Management or equivalent.
- A professional, customer focused manner and ability to facilitate and work with all levels of staff and management to achieve Strategic Human Resource outcomes.
- Demonstrated experience/capacity in providing reliable and professional advice to management at all levels across a broad spectrum of human resources issues.
- Ability to interact effectively with people from different cultures
- Excellent written, analytical and verbal communication skills with the ability to influence and negotiate across all levels within the business.
- Demonstrated ability to use coaching skills to influence adoption of good human resource practices.
- Demonstrated ability to carry out multiple HR tasks and achieve set goals within the required time frame.
- Competence in the use of Microsoft Office Software (or equivalent), with particular competencies in the use of HRIS programs.

Desirable:

- Experience in Local Government.
- Moderate 1-2 years experience in an HR role.

POSITION ATTRIBUTES:

Level 6

Level 6 covers administrative, technical or trades employees undertaking duties and responsibilities in excess of Level 5.

Authority and accountability: May be responsible for providing a specialised/technical service and for completing work with elements of complexity. May make internal and external recommendations which represent the employer to the public and/or other organisations. Employees are accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control and for safety and security of the assets being managed.

Judgment and problem solving: Judgment and problem solving skills are required where there is a lack of definition requiring analysis of a number of options. Typical judgments may require

variation of work priorities and approaches; some creativity and originality may be required. Guidance and counsel may be available within the time available to make a choice.

Specialist knowledge and skills: Employees have advanced knowledge and skills in a number of areas where analysis of complex options is involved.

Management skills: May provide higher level supervision of groups of operational, administrative, trades or technical employees. Employees supervised may be in a number of different work areas, requiring motivation, monitoring, managing and co-ordination to achieve specific outputs. Positions may require an understanding and implementation of relevant employment policies and practices.

Interpersonal skills: Skills to communicate with employees in lower levels and the public. Employees in this level are expected to write detailed and non-standard reports and correspondences in their field of expertise.

Qualifications and experience: Positions require working knowledge and experience of all work procedures for the application of technical, trades or administrative skills in the most complex areas of the job and suitable qualifications, which may include:

- A 3 year degree in Human Resources or equivalent with moderate (1-2 years) previous work experience

Note to Candidates

The HR Coordinator will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Drive a 4WD vehicle as required.
- Have a reasonable level of fitness.
- Hold a current drivers licence.
- Hold a current first aid certificate or have the ability to obtain this qualification.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Regional Council as a potential employer.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.

Closing date for application is **COB 23rd July 2018**

Applications marked 'Confidential' should be forwarded to recruitment@centraldesert.nt.gov.au

VISION – TWO WAYS, ONE OUTCOME

(Indigenous and non-indigenous people working together for the best outcomes)

INFORMATION FOR APPLICANTS FOR THE POSITION OF HR COORDINATOR

Central Desert Regional Council is a council that covers the following communities: Anmatjere, Atitjere, Engawala, Lajamanu, Laramba, Nyirripi, Yuelamu, Yuendumu, Willowra; as well as a large area of currently unincorporated land.

The Regional Council which has been operational as from 1 July 2008 has an area of approximately 282,093 square kilometres and a population of 4,591.

SALARY

The salary is Level 6 Step 1 (Salary \$72,283 per annum plus 9.5% superannuation plus 17.5% pro rata Annual Leave Loading). The current Enterprise Agreement expires on 30th June 2019. Salary and working conditions after June 30, 2019 will be subject to the Enterprise Agreement in place.

SUPERANNUATION

Employer contributes 9.5 % superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the State Wide Superannuation Scheme.

ANNUAL LEAVE

Six weeks per annum annual leave is provided to a permanent, full time employee. A loading of 17.5% of salary shall be paid to the employee when taking leave. Annual leave is managed as per Council policies.

LONG SERVICE LEAVE

Long Service Leave is provided as per the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*; and is managed according to Council policy.

PERSONAL/CARERS' LEAVE

A permanent full time employee accumulates Personal/Carers' Leave at the rate of 1.754 hours per week.

An employee may take paid Personal/Carers' Leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or
- To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
 - A personal illness, or personal injury, affecting the member, or
 - An unexpected emergency affecting the member.
- For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee's household.
- For paternity leave purposes to a maximum of three weeks

The term immediate family includes:

- spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee

An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers' leave.

STUDY LEAVE

Employees may apply for study leave to undertake courses of study that are additional to the training and development opportunities directed by Council. Approval is at the discretion of the Chief Executive Officer.

LEAVE WITHOUT PAY

The Chief Executive Officer may grant leave without pay for reasons not covered by other types of leave only after all other types of leave have been exhausted.

HOURS OF WORK

The ordinary hours of work will be 76 hours per fortnight.

A standard day is 7.6 hours, Monday to Friday unless otherwise authorised by Council

CEREMONIAL LEAVE

An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

Where this involves time away from work employees must first utilise TOIL and annual leave before utilising cultural/religious leave.

Cultural leave does not accumulate from year to year.

PROBATION

This role will be subject to an initial probationary period of six months.

RELOCATION EXPENSES

The Regional Council's relocation policy which is on the website will apply. The payment of relocation expenses is made on the condition that if for any reason the manager resigns within one year of the appointment date, then they will refund the full amount.