



INFORMATION PACKAGE

PART TIME (25 HOURS PER WEEK) HUMAN RESOURCE (HR) COORDINATOR

Applications close 4.30pm on Friday, 22 March 2019



PART-TIME HR COORDINATOR

Please find attached the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications.
- Position Description – Human Resources Coordinator;
(Note this document contains the essential and desirable selection criteria for the position)
- Information for Prospective Applications - includes how to submit your application.

If you have any queries regarding the position please do not hesitate to contact the undersigned on 97611800 or via email – tclynch@bridgetown.wa.gov.au

TIM CLYNCH
CHIEF EXECUTIVE OFFICER

ADVERTISEMENT



HUMAN RESOURCE (HR) COORDINATOR PART-TIME (25 HOURS PER WEEK)

To fill a current vacancy in the organisation the Shire of Bridgetown-Greenbushes is seeking to appoint an enthusiastic, motivated and professional person to the part-time position of HR Coordinator. The successful applicant will undertake a variety of HR related tasks and services across the organisation, including recruitment, training, learning and development, Occupational Safety & Health and Workers Compensation.

Demonstrated ability to advise at a senior executive level and at all levels across the organisation, along with the ability to critically analyse information, develop strategies and communicate these plans is essential.

Conditions of employment will be in accordance with Level 6 of the Local Government Officers (WA) Award and the Shire of Bridgetown-Greenbushes Enterprise Agreement. An hourly rate of \$34.8102 will be offered to the applicant that demonstrates the required qualifications and experience.

Applicants must address the Selection Criteria contained in the Information Package for the position. A package can be downloaded from the Shire website www.bridgetown.wa.gov.au or can be obtained by emailing careers@bridgetown.wa.gov.au

Your confidential application addressed to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown 6255, should reach this office by 4.30pm **Friday, 22 March 2019**.

**TIM CLYNCH
CHIEF EXECUTIVE OFFICER**



POSITION DESCRIPTION

1. TITLE

Human Resources Coordinator (Part-time, 25 hours per week)

2. SALARY & CONDITIONS

Salary and Conditions as per Level 6 of the Local Government Officers (WA) Award and any applicable Shire of Bridgetown-Greenbushes Enterprise Agreement.

3. DEPARTMENT

Office of the CEO

4. POSITION OBJECTIVES

- To provide guidance, assistance, direction, resources and expertise to the organisation in all human resource functions.
- To develop, implement, monitor and review Council's Occupational Health & Safety Plan, policies, administrative principles and procedures and ensure safe systems of work in accordance with the OHS Act, Regulations and Committee requirements.
- Investigate and report to Council and WorkCover any incidents and recommended action to prevent accidents or incidents.
- Raise the level of awareness of OHS in the organisation.
- Manage all workers compensation claims.
- Record training undertaken by staff and coordinate specific training requirements as identified by the Senior Management Group.
- Maintenance of personnel/HR records.

5. COMPETENCIES

5.1 Skills

- Highly developed interpersonal, communication and listening skills.
- Ability to demonstrate an in-depth understanding of current Human Resource Management and OHS issues, trends and legislation.
- Sound organisational time management skills.
- Ability to work with a large range of people.
- Excellent written skills and ability to compile quality research documents.
- Team management skills.
- Developed people skills which include promotion of teamwork, negotiation and conflict resolutions skills.
- Proficiency in Microsoft Word, Excel, Outlook, Powerpoint

5.2 Knowledge

- Demonstrated ability to manage and provide advice on complex Human Resource Management and OHS issues in the work place.
- Sound knowledge of (and ability to interpret) relevant industrial Awards. Exposure to and knowledge of the range of functions of local government

5.3 Experience

- Experience in safety management and understanding of OHS Act, Regulations and the ability to put those in practice in creating and maintaining a safe work environment.
- Extensive experience in a HR role.
- Experience in the preparation of management records.
- Exposure to worker compensation legislation and workings is desirable.
- Exposure to Best Practice principles in the achievement of continuous improvement in an organisation is desirable.

5.4 Qualifications and/or Training

- Tertiary qualification in Management, Human Resources or related discipline is desirable
- Current "C" Class Drivers Licence.

6. KEY DUTIES / RESPONSIBILITIES

6.1 Operations

Staff Recruitment and Selection

- In consultation with the CEO and relevant Manager:
 - Review and develop position descriptions
 - Prepare necessary advertisement
 - Prepare 'Employment Information Package'
 - Prepare interview questions and convene interview process
 - Carry out referee checks
- In consultation with the CEO conduct employment negotiations with preferred applicant.
- Ensure interviews are conducted within IR and EEO parameters.
- Conduct induction of all new staff to the organisation.

Occupational Safety & Health

- Ensure compliance with legislative and Council requirements for OHS by the development, implementation and review of Council's Occupational Health & Safety Management Plans, policies, administrative principles and procedures.
- Undertake inspection, auditing, investigation and reporting in regard to OHS compliance and incidents.

- Develop, coordinate and deliver OHS training to groups and individuals including work procedures, policies, legislation, compliance, risk management and induction.
- Advise, attend and act as secretary for Council's OHS Committee.
- Coordinate the development, maintenance and implementation of up-to-date safe work method statements.
- Maintain Council's chemical and hazardous materials register.
- Promote awareness of work health and safety throughout Council.
- Attend meetings and act as Council's representative for external OHS groups and/or committees.
- Recommend new programs and practices in line with changes to legislation and/or best practice models in OHS and training.
- Assist in the coordination, development, implementation and management of Return to Work and Rehabilitation Plans.
- Provide reports and feedback to management and the OHS Committee in relation to incidents, workplace inspections, audits and OHS initiatives.
- Provide advice and recommendations to management, supervisors and staff on appropriate training and providers.

Workers Compensation

- Educate managers and employees on the correct procedures following up any workplace injury and ensure that all written processes are followed as per legislation.
- Maintain regular contact with the Shire's Insurers and conduct reviews of all claims.
- Educate and reinforce with managers and staff the need to focus on how to avoid recurrence of any incident, whether an employee has been injured or not.
- Implement, monitor and supervise any workers compensation rehabilitation programs.

Projects

- Support for community events may be required from time to time at the direction of the CEO.

6.2 Human Resources

- Develop and implement sound practices and policies in consultation with the Senior Management Group for all areas of human resource management including:
 - Industrial relations
 - Recruitment and selection
 - Employee relations
 - Monitoring enterprise / workplace agreements
 - Workers compensation
 - Oversee performance review program
 - Provide confidential HR advice to employees
 - Provide enterprise agreement and Award advice

- Coordinate and support development of collective agreements and contracts in consultation with relevant parties as required.
- Provide guidance and assistance to the CEO in any organisational change process.
- Ensure compliance with all Industrial Awards and legislation and Council policies relevant to the HR function.
- Work with schools to place work experience students where possible.
- Develop, implement and maintain formal performance review system, including:
 - Coordination of review process, providing documentation as required.
 - Provide support and advice to management in dealing with performance issues, including investigation and disciplinary action.

7. ORGANISATIONAL RELATIONSHIPS

7.1 Responsible to:
Chief Executive Manager

7.2 Supervision of:
Nil

7.3 Internal Liaison
Senior Management Group
Staff

External Liaison
State and Federal Agencies
Other Local Governments
Industrial Relations Advisers
WorkCover
Local Government Insurance Brokers
Unions
Rehabilitation Providers
Training Providers
HR Network
Workplace Solutions HR Forum

8. EXTENT OF AUTHORITY

- Within the limits of Council policy and legislative constraints.
- Operational responsibility for Human Resource function.

9. **SELECTION CRITERIA**

Essential

- Diploma or similar qualification in Human Resources studies or appropriate on the job training and relevant experience
- Previous experience in similar position
- Highly effective written or verbal communications skills
- Proven ability to meet deadlines
- Highly developed typing/word processing skills
- Sound knowledge of the English language including spelling, grammar and vocabulary
- Demonstrated competencies in the preparation of Agendas and Minutes for meetings
- Knowledge of Occupational Safety & Health Act 1984
- Hold a current "C" class Motor Drivers Licence

Desirable

- Previous experience in Local Government
- Knowledge of local government protocols and governance requirements
- Knowledge of Workers Compensation & Injury Management Act 1981
- Knowledge of Local Government Act 1995

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity:

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application:

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the “*selection criteria*”. You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.

3. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
4. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. ***Do not submit original copies of references.***
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. ***Do not submit original certificates of your qualifications or academic records.***
6. **Please do not submit applications in plastic folders** or include original documents. All documentation should be stapled together in the top left-hand side of the application.

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application:

1. Your application must be marked “**Confidential – Human Resources Coordinator**” on the envelope, and addressed as follows:
Chief Executive Officer
Shire of Bridgetown-Greenbushes
P O Box 271
BRIDGETOWN WA 6255
2. Applications must reach our offices no later than the specified closing date. Applications will be accepted by email before the deadline via email to careers@bridgetown.wa.gov.au
3. For reasons of equity, late applications will not be accepted. If you are forwarding your application through Australia Post, please ensure that you allow enough time for it to reach us before the closing time.

Acknowledgment of Applications:

All applicants will be notified in writing (after the closing period) that their applications have been received within the required time-frame.

The Interview Process:

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

Recommended Applicant:

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory **pre-employment medical** report from the Shire’s Medical Officer (at the Shire’s expense).
- Produce a current **National Police clearance** (at the Shire’s expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary **proof of age** in the form of a birth certificate or current passport. This requirement is necessary to comply with a requirement of another law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.

- Documented evidence of **legal entitlement to work** unrestricted in Australia (if relevant).
- Produce **original or certified copies** of all relevant qualifications and licences.

Other Requirements:

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Clause
- Acceptance of the Letter of Appointment
- Position Description for the job
- Statutory Declaration in relation to current Drivers Licence (if relevant)

Queries:

If you have queries about any aspect of the position or filling out your application please contact Tim Clynch on 08 9761 0800,

For information on the Shire of Bridgetown-Greenbushes, visit our website at www.bridgetown.wa.gov.au