



RECRUITMENT INFORMATION PACKAGE

HUMAN RESOURCES OFFICER

Applications close 4.30pm Monday 22 August 2022



HUMAN RESOURCES OFFICER

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 Officer
(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 Esther Matthews on 9761 0833 or via email EMatthews@bridgetown.wa.gov.au.

TIM CLYNCH
CHIEF EXECUTIVE OFFICER

HUMAN RESOURCES OFFICER

The Shire of Bridgetown-Greenbushes is seeking to appoint an enthusiastic and motivated individual to the position of Human Resources Officer. The successful applicant will undertake a variety of Human Resources and Work Health & Safety related tasks and services across the organisation, including:

- Providing direction, support and advice to the organisation in all human resource functions
- Coordinating all aspects of the employee lifecycle including recruitment, induction and termination
- Implementing, monitoring and reviewing the Shire's Work Health & Safety framework and ensuring safe systems of work in accordance with the WHS Act, Regulations and Committee requirements.

An ability to provide advice across all levels of the organisation, along with the ability to critically analyse information and develop strategies is essential.

Conditions of employment will be in accordance with Level 8.1 of the Local Government Officers' (WA) Award 2021 and the Shire of Bridgetown-Greenbushes (Administration Staff) Employee Collective Agreement 2019, with an annual salary of \$83,863. A three bedroom house will be made available to the successful applicant with a 50% subsidy on the current rental market value.

Applicants must address the Selection Criteria contained in the Information Package for the position. A package can be downloaded from the Shire website <https://www.bridgetown.wa.gov.au/employment> 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 **9.00am Monday 22 August 2022**. Applications will be accepted via email to careers@bridgetown.wa.gov.au, via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown.

TIM CLYNCH
CHIEF EXECUTIVE OFFICER

POSITION DESCRIPTION

1. **POSITION TITLE:** HUMAN RESOURCES OFFICER
2. **RESPONSIBLE TO:** Chief Executive Officer
3. **DEPARTMENT:** Office of the CEO
4. **AWARD COVERAGE:** Level 8.1 of the Local Government Officers' (WA) Award 2021 and applicable Shire of Bridgetown-Greenbushes Employee Collective Agreement

5. POSITION OBJECTIVES

5.1 Human Resources

- To provide guidance, assistance, direction, resources and expertise to the organisation in all human resource functions
- To manage all workers compensation claims
- To maintain relevant human resources records, information and databases to ensure accuracy and availability of information.

5.2 Work Health & Safety

- To implement, monitor and review Council's Work Health and Safety (WHS) Plan, policies, administrative principles and procedures and ensure safe systems of work in accordance with the WHS Act, Regulations and Committee requirements
- To investigate and report any incidents and recommended action to prevent accidents or incidents
- To manage the functions of the Shire's WHS Committee.

6. REQUIREMENTS OF THE JOB

6.1 Skills

- Highly developed interpersonal skills including promotion of teamwork, negotiation and mediation skills to achieve desired outcomes and maintain strong and productive working relationships
- Ability to demonstrate an in-depth understanding of current Human Resource Management and WHS issues, trends and legislation
- Strong and effective communication skills with the ability to communicate with a diverse range of people, including proven ability to communicate human resources advice and concepts clearly
- Sound organisational time management skills.
- Being self-directed and solution focused, demonstrating sound problem solving, research and critical analysis abilities
- Proficiency in Microsoft Office Suite.

6.2 Knowledge

- Demonstrated ability to manage and provide advice on complex human resource management and WHS issues
- Sound knowledge and ability to interpret employment legislation relevant industrial awards

6.3 Experience

- Experience in safety management and understanding of the WHS Act, Regulations and the ability to put those in practice in creating and maintaining a safe work environment.
- Extensive experience in a Human Resources role
- Exposure to workers compensation legislation and processes (desirable)
- Experience in Local Government (desirable)

6.4 Qualifications and/or training

- Tertiary qualification in Human Resources or relevant discipline
- Current C Class driver's licence

7. KEY DUTIES/RESPONSIBILITIES

7.1 Human Resources

- Provide direction, support and advice in all areas of human resources including but not limited to; recruitment and selection, training and development, performance management and reviews, grievance and dispute resolution consistent with legislation and Shire policies.
- Coordinate all aspects of the employee lifecycle including recruitment, induction and termination
- Develop and implement sound practices and policies in consultation with the Executive Leadership Team for all areas of human resource management including:
 - Industrial relations
 - Recruitment and selection
 - Employee relations
 - Enterprise / workplace agreements
 - Workers compensation
- Develop, implement and maintain formal performance review processes
- Assist with the development, implementation and monitoring of the Shire's Workforce Strategy
- Mediate disputes/grievances where necessary

7.2 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
- Assist in the implementation, development and management of return to work and rehabilitation programs

7.3 Workplace Health and Safety

- Ensure compliance with legislative and Council requirements for WHS by the implementation and review of the organisation's Workplace Health & Safety (WHS) Management Plan, policies, administrative principles and procedures
- Undertake inspection, auditing, investigation and reporting in regard to WHS compliance and incidents
- Develop, coordinate and deliver WHS training to groups and individuals including work procedures, policies, legislation, compliance, risk management and induction.
- Advise, attend and act as secretary for Council's WHS Committee. Attend meetings and act as Council's representative for external WHS groups and/or committees.
- 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.
- Recommend new programs and practices in line with changes to legislation and/or best practice models in WHS and training.
- Provide reports and feedback to management and the WHS Committee in relation to incidents, workplace inspections, audits and WHS initiatives.
- Provide advice and recommendations to management, supervisors and staff on appropriate training and providers.

8. **ORGANISATIONAL RELATIONSHIP**

Responsible to: Chief Executive Officer

Supervision of: None

Internal Liaison: All employees

External Liaison:

- State and Federal Agencies
- Other Local Governments
- Industrial Relations Advisers
- Local Government Insurance Brokers
- Unions
- Rehabilitation Providers
- Training Providers
- HR Network

9. **EXTENT OF AUTHORITY**

Within the limits of Council policy, delegated authority and legislative constraints.

10. SELECTION CRITERIA

Criterion	Essential	Desirable
Tertiary qualification in Human Resources or relevant discipline	√	
Working knowledge and experience in human resources	√	
Experience in workplace health and safety (WHS) including the preparation and implementation of WHS policies, procedures and actions		√
Ability to interpret and apply legislation and policy whilst having regard for operational and service implications	√	
Demonstrated interpersonal and communication skill, which facilitate interaction, cooperation and trust with relevant groups and individuals, achieve desired outcomes and establish and maintain strong and productive working relationships	√	
Demonstrated ability to critically analyse information, develop strategies and effectively communicate these plans	√	
A demonstrated ability to improve and enhance processes and practices	√	
Ability to motivate staff to engage in continuous improvement and learning		√
A demonstrated high degree of personal integrity and credibility and the ability to represent the Shire with professional competence	√	
Knowledge of Workers Compensation & Injury Management Act 1981		√
Proficiency in the use of Microsoft Office Suite	√	
Hold a current unrestricted C-class drivers licence	√	

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. Applications will be accepted via email to careers@bridgetown.wa.gov.au; or
2. Mailed or hard copy applications must be marked “**Confidential – Human Resources**” on the envelope and addressed as follows:
Chief Executive Officer
Shire of Bridgetown-Greenbushes
P O Box 271
BRIDGETOWN WA 6255

For reasons of equity, late applications will not be accepted unless approved by Human Resources. If you are forwarding your application through Australia Post, please ensure that you allow enough time for it to reach the Shire before the closing time.

Acknowledgment of Applications

All applicants will be notified (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.

Preferred Applicant

(This section will not apply if the preferred applicant is a current member of the Shire staff)

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

- Obtain a satisfactory **pre-employment medical** report from a Medical Practitioner.
- 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, driver's licence or current passport. This requirement is necessary to comply with a requirement of 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.
- Produce **original or certified copies** of all relevant qualifications and licenses.

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 Agreement
- Acceptance of the Letter of Appointment
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

Queries

If you have queries with regards to completing your application please contact Executive Assistant, Esther Matthews on 9761 0833 or EMatthews@bridgetown.wa.gov.au.

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