



POSITION DESCRIPTION

People & Culture Coordinator

Position Title:	People & Culture Coordinator
Business Unit:	People & Culture
Location:	Wiluna Shire Offices – 70 Wotton Street, Wiluna and other locations as may be requested from time to time
Reports To:	Deputy Chief Executive Officer
Supervises/Manages:	Nil
Employment Status:	Full-time 38 hours per week
Award Classification:	Level 6 in accordance with Salary Matrix
Salary:	\$88,651.71 plus the Wiluna Allowance of \$11,836 (subject to residing in Wiluna), plus any applicable allowances (excluding the Location Allowance) as per the <i>Local Government Officers' (Western Australia) Award 2021</i>
Superannuation:	10.5% Superannuation Guarantee or the percentage applicable as per the <i>Superannuation Guarantee (Administration) Act 1992</i> . In addition to the Superannuation Guarantee, the Shire of Wiluna will make matching superannuation contributions of up to 5% should you choose to contribute 1%, 2%, 3%, 4% or 5% from your own pay.
Housing Provision:	Provided by the Shire at no cost other than electricity that will be on charged – can be fully furnished if required.
Vehicle Provision:	No
Probation Period:	Six months
Police check required:	Yes
Working with children check required:	No
Pre-employment medical required:	Yes



Position Objective

The purpose of this position is to oversee the day-to-day provision of operational support to the organisation through providing timely, accurate and contemporary human resource specialist guidance on a range of human resource management and employment related issues.

The role is responsible for providing strategic advice, developing policies, procedures and plans and coordinating the provision of a range of human resources services in order for the Shire to achieve its people objectives.

The role is also responsible for the Occupational Safety and Health function, ensuring the safety of our people, contractors and the public. The role will support process improvement and oversee and contribute to an improved customer experience.

Key Responsibilities and Duties

Key Area	Responsibilities and Duties
Employee Relations	Oversee and manage the day-to-day human resources operations.
	Collaborate with leaders to provide timely and expert advice, support, coaching and guidance on a diverse range of human resources issues empowering leaders to effectively lead and manage their teams.
	Provide specialist advice and assistance across the organisation on a range of policy, procedural and administrative matters ensuring the Shire meet obligations and regulatory compliance matters.
	Ensure allegations of fraud, misconduct or any other disciplinary matters are brought to the immediate attention of the Chief Executive Officer.
Recruitment and Selection	Responsible for overseeing and coordinating the Shire's recruitment and selection process.
	Develop and implement initiatives to attract suitably qualified staff.
	Coordinate administration of employment records.
	Facilitate development, evaluation and review of position descriptions.



	Manage employment contracts for employees including Senior Officers.
	Develop an induction process and coordinate this process in conjunction with other staff members of the Shire where required to ensure that staff are aware of their responsibilities and obligations in accordance with WA Legislation, Shire Policies and associated procedures (that may also require development).
Employee Engagement	Coordinate the delivery and data collection of employee engagement surveys and work with senior management in reviewing and analysing results.
Performance Management	Develop, implement, coordinate and oversee the staff performance review process.
	Provide expert advice and consultancy services for organisational leaders in relation to performance management; disciplinary processes; and disputes and grievances.
Policy Development	Develop, review and implement human resources policies, guidelines and procedures to ensure they reflect corporate objectives.
	Develop policies and plans to enhance the Shire's strategic, business and cultural development.
Industrial Relations	Provide advice in respect of position classifications, remuneration and employee entitlements.
	Manage and maintain external relationships with industrial and employee relations advisors, Employee Assistance provider and other consultants.
	Represent the Shire as required on industrial relations matters, including WA Industrial Relations Commission, Human Rights and Equal Opportunity Commission and other bodies.
Reporting	Monitor and report on the effectiveness of people and culture activities, occupational safety and health and performance.
Equal Employment Opportunity	Review and assess ongoing training needs for all staff in EEO legislation.



	Administer the Shire's EEO Committee (Contact Officers).
Continuous Improvement	Participate in, and develop, continuous improvement activities in order to streamline processes and systems.
	Undertake additional Human Resources projects as required.
	Review and advise on all proposed recruitment activity.
Workcover	Ensure compliance with relevant legislation associated with WorkCover, including overseeing of WorkCover claims.
	Responsible for the Shire's WorkCover claims and annual remuneration returns.
	Coordinate and provide advice, recommendations and guidance to Managers and Supervisors for effective management of claims made by staff for workplace injury or illness.
Employee Health and Wellbeing	Provide advice, guidance and information to managers and staff on the Employee Assistance Program (EAP) and manage the EAP contract.
	Liaise with the EAP in regard to employee wellbeing and initiatives.
Occupational Safety and Health	Ensure the Shire's compliance with the provisions of the Occupational Safety and Health Act and Regulations.
	Ensure appropriate actions are taken to implement OHS policies, OHS procedures and legislative requirements across the organisation.
	Investigate all accidents/incidents and prepare reports as required.
	Initiate actions to improve OS&H.
	Facilitate rehabilitation of injured workers ensuring a smooth return to work process.
	Oversee induction of new employees in OS&H and undertake regular training as required.



Other	Develop, monitor and review the People and Culture budget as required
Training	Attend relevant functions, meetings, workshops, seminars, and training courses as directed.
	Assist in the research, development and facilitation of effective training for the Shire to enhance workforce capability, occupational safety and health compliance and organisational effectiveness.
General	Other duties as directed by CEO or DCEO relevant to the position and level.
	Maintain confidentiality in respect of all dealing of a sensitive or confidential nature.
	Ensure a focus on continuous improvement of business processes.
	Ensure the security of Council's property and assets and maintain a commitment to the care of all Council's property and assets.
	Demonstrated commitment to ensuring equity and respect is a core value displayed within the team and across the workplace.
	Develop and maintain positive working relationships with other internal business units, contractors and other relevant stakeholders.
	Participate in and support a culture of positive change, quality and customer service within the organisation.
	Act in accordance with Council and Management Policies, relevant legislation and Council's Staff Code of Conduct.

Organisation Vision, Values and Behaviours

One proud, inclusive sustainable community welcoming growth and opportunities

Communication

- I ensure that roles and responsibilities are clearly communicated
- I actively listen to the concerns of my team members and customers



- I keep my team members informed and clearly explain why decisions have been made
- I provide and accept regular, valid and objective feedback in relation to individual performance

Trust

- I recognise and report misconduct, illegal or inappropriate behaviour, and help my team to do the same
- I am fair and consistent in my dealings
- I am honest with my staff and trust them to fulfil their roles
- I ensure the actions of myself and others are focused on achieving organisational outcomes
- I take responsibility for the behaviour and performance of my team within the workplace
- I deal with issues when they arise

Respect

- I treat each team member consistently and equitably
- I lead with honesty, fairness and respect
- I drive a team culture that values diversity and inclusiveness, builds respect and recognises the true potential of all individuals

Innovation

- I contribute to change processes and see change as an opportunity to improve performance
- I lead and support innovation, continuous improvement and strategic planning
- I support my team to implement new ideas and make decisions even if that means learning from their mistakes

Teamwork

- I identify and implement safe work practices, taking a systematic approach to managing risk, and ensure the health & safety of myself and others
- I acknowledge the achievements of my team members
- I address performance and mentor and coach my team
- I encourage a positive working environment
- I set clear objectives and goals for my team to achieve

Wiluna Shire Council is proud of its workforce and recognises the strengths this provides in meeting the needs of the community it serves.

The CEO's vision for Wiluna Shire Council is one that:

- Is customer focused
- Has a culture of action
- Delivers above expectations
- Is fiscally reliable



POSITION DESCRIPTION

People & Culture Coordinator

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- Empowers and trains staff



We will achieve this through leaders that guide and develop our staff, and through all staff demonstrating appropriate behaviours. These are behaviours that have been identified as leading to increased individual and organisation-wide performance and success at all levels of the organisation.

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.

Responsible for:

- provision of quality human resources and occupational safety and health advice to both staff and management.
- Develop, review and implement human resources policies and procedures.
- Recruitment, discipline, training and performance of staff in accordance with the relevant agreements and Shire policies and procedures.
- Authorise admission or denial of liability in relation to claims for WorkCover.
- Provision of human resources statistical reports and other information.

Extent of Authority

Delegations and Authorisations are as per the Shire of Wiluna Delegations Instrument.

Responsible for:

- Providing professional advice within the requirements of Shire policies and procedures, relevant legislation, standards and specified work programs, subject to professional and regulatory review.
- Effective management of timelines and budgets within authorised limits.
- The freedom to act within Shire policies, objectives and budget allocations with regular reporting to ensure achievement of goals and objectives.



Judgement 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.

Judgement and problem-solving activities involve:

- Interpretation, assessment and advice relating to all aspects of employment legislation.
- Resolution of human resource issues based on specialist training and education.
- Decision making is governed by Shire policies and procedures but may involve analysis of various options prior to recommendations to management.
- Actively participate in and contribute to the leadership team and organisational development initiatives and improvements.
- Ability to identify, analyse, improve or develop work methods and techniques based on previous experience.
- Formal recommendations may be made on Shire policies and procedure.

The incumbent is expected to exercise sound judgment, decision making, and problem-solving skills in situations of a varied and sometimes sensitive nature. Guidance is not always available within the organisation.

Specialist Knowledge and Skills

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

The position requires:

- Knowledge of the WA Industrial Relations Act and regulations and contemporary people and culture practices and issues.
- Preferably sound knowledge of the local government environment, relevant Awards and unions.
- Highly developed skills in the use of Microsoft Word, Excel, PowerPoint and HR systems.
- Knowledge of payroll related processes.



- Understanding of WorkCover claims and rehabilitation programs.
- Clear understanding of EEO principles particularly with regard to recruitment, selection, training and development.
- Analytical and investigative skills are required to enable the formulation of policies.
- Understanding of the long-term goals of the wider organisation and of the legal and political context in which it operates.
- Leadership skills with the ability to foster a cooperative teamwork approach, and a capacity to delegate where appropriate.
- Knowledge of health and safety practices.
- Excellent oral and written communication skills.
- Excellent report-writing skills.
- Well-developed negotiation skills.

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.

The position requires the ability to:

- Manage own time and workload with frequently competing priorities and deadlines.
- Work cooperatively across all levels of management and staff within the organisation.
- Supervise and lead staff where required, including developing performance plans, pursuing development options and opportunities, monitoring performance and completing performance reviews.
- Participate in feedback processes to inform performance and identify improvement opportunities.



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.

The position requires:

- The ability to liaise with and gain the cooperation and assistance of a range of people including management, staff and unions.
- Excellent oral and written skills, including facilitation skills and the ability to draft reports.
- Provide counselling and guidance to staff at all levels in a range of circumstances.
- Communicate with professionals from a wide range of disciplines.
- Capable of mediating disputes and resolving conflict on industrial relations issues.
- Sensitivity to confidential issues as they relate to the human resource area.

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) diploma or advanced diploma; or
- b) appropriate in-house training or equivalent.

The position requires:

- A tertiary qualification in human resources management, industrial relations, law, commerce, or one of the social or behavioural sciences and subsequent practical experience in a human resources role preferably in local government in a leadership capacity.
- Experience in delivering contemporary HR initiatives
- Ability to persuade, convince or negotiate with clients, members of the public, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives.
- Ability to lead, motivate and develop other employees.



Accessible and Inclusive Employer

Wiluna Shire Council supports flexible and accessible working arrangements for all. We are open to new approaches and aim to be an inclusive and diverse workplace of choice that celebrates the contribution made by all our staff.

Healthy and Safe Work Environment

We are committed to continuous improvement in occupational health and safety (OSH) standards. It is a fundamental requirement of all employees to work in a manner that is safe and without risks to self and others and in accordance with relevant OSH legislation and Council policy.

Risk Management

All employees are required to contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures. You must take reasonable steps to ensure you are aware of the inherent risks associated with your work and take appropriate action to minimise or eliminate such risks.

Emergency Management

This position is required to contribute to emergency management activities in the event of a declared emergency when required and directed by the supervisor/manager.

Key Selection Criteria

1. A tertiary qualification or studying towards and almost completed qualification in human resources management, industrial relations, law, commerce or one of the social or behavioural sciences and subsequent practical experience in a human resources role preferably in local government in a leadership capacity.
2. High level verbal and written communication skills including report writing and ability to assess information in a complex and dynamic environment to make informed judgements, recommendations and determinations that are consistent with Shire policies, procedures and legislation.
3. Experience in delivering contemporary HR initiatives and HR processes such as performance management, grievances, and discipline matters and preferably a working knowledge of industrial awards, legislation or ability to gain this knowledge.
4. Experience in liaising with, negotiating and strategically influencing others to gain their cooperation and assistance or develop strong and cohesive working relationships.
5. Ability to manage time, set priorities, plan and organise workload whilst keeping stakeholders informed of progress, identifying and communicating



potential delays or risks and early to achieve the objectives and goals of this position.

6. Current drivers' licence.

Approval

APPROVED BY: Gary Gaffney, Chief Executive Officer

Date: 21 February 2023

Position Description Agreement

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Wiluna reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key responsibilities and duties are accepted as appropriate for the position.

Employee Name

Employee
Signature

(please print)

Date