SOUTH BURNETT REGIONAL COUNCIL

POSITION DESCRIPTION

POSITION TITLE: Principal Advisor People and Culture

POSITION NO: 2006

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level 6

CERTIFIED AGREEMENT: Officers – 2020 **AWARD:** QLGIA

DEPARTMENT: Executive Services

BRANCH: People and Culture

SECTION: People and Culture

REPORTS TO: Manager People and Culture

ORGANISATIONAL VALUES: □ **Honesty** □ **Respect** □ **Accountability** □ **Integrity** □ **Unity**

1. PRIMARY ROLE

Provide advice and guidance on human resources activities including but not limited to recruitment and selection, policy/procedure interpretation, training and development, award/certified agreement/contract administration, performance/grievance management and organisational change.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Coordinate and monitor the daily activities of branch staff (People & Culture Officers).
2. Assist the Manager People and Culture in the development of the branch strategic and operational plans and monitoring branch budget.
3. Act as Council's representative on relevant Committees, forums and focus groups as required.

Industrial Relations

4. Act as the initial point of contact for inquiries in relation to employee entitlements, training and development, recruitment and selection, award interpretation, performance management and organisational change.
5. Act in the role of facilitator in the resolution of performance management, grievance, and disciplinary matters as required.
6. Assist in the review, development, and update of human resources policies/procedures to align with organisational goals/values.

Recruitment & Selection

7. Oversee Council's recruitment processes including advertising, short listing, formation of interview panels, pre-employment health assessments, letters of appointment and induction processes.
8. Prepare, administer, and maintain contracted staff employment agreements, negotiate renewals, and facilitate remuneration and performance management processes.
9. Oversee Councils' Apprentice and Trainee employment programs.

Training & Development

10. Oversee the undertaking of training needs analysis activities as well as the yearly performance review and training identification processes.
11. Oversee the preparation/presentation of in-house training programs (e.g. Pot of Gold) as required, including the preparation, implementation, and monitoring of Council's yearly training plan.

12. Complete additional activities and reasonable directions given by management.

3. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Tertiary qualifications in a human resources or similar discipline at Diploma level or above.
- Minimum requirement of a current C Class driver's licence.
- General Safety Induction for Construction Worker Certification (White Card).
- Membership of an appropriate professional association, e.g. AHRI (Desirable)

4. KEY SELECTION CRITERIA

1. High level of experience in a human resources environment with the proven ability to research and analyse human resource issues and provide appropriate advice.
2. Demonstrated award interpretation skills, negotiation, and conflict resolution skills, including working knowledge of employment related legislation/ Policies and Procedures.
3. Demonstrated ability to maintain a high level of confidentiality and diplomacy including sound initiative and judgment when assisting with sensitive people issues.
4. Experience overseeing multiple functions within HR as well as the supervision of staff (i.e. undertaking performance reviews, encouraging team performance, addressing/resolving issues).
5. Well-developed communication and interpersonal skills with the ability to effectively communicate with staff at all levels.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Councils procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
Chief Executive Officer: Mark Pitt PSM	Signature: 