

POSITION TITLE:	People and Culture Officer	POSITION NO:	2004
EMPLOYMENT TYPE:	Permanent Full Time		
CLASSIFICATION:	Level 2-3		
CERTIFIED AGREEMENT:	Officers	AWARD:	QLGIA
DEPARTMENT:	Executive Services		
BRANCH:	People and Culture		
SECTION:	People and Culture		
REPORTS TO:	Principal Advisor People and Culture		

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

1. PRIMARY ROLE

This role will predominately coordinate the identification, development, provision and delivery of learning and development activities for Council staff, as well as provide support for human resources related activities/ duties as required.

2. KEY RESPONSIBILITIES

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

1. Coordinate and process the identification, development, provision, and delivery of organisational wide training in accordance with the corporate training plan, applications, and approved budget.
2. Collate and coordinate the training requests, and identification of internal training, and/or training between departments (i.e., Corporate Software Systems, Supervisor training etc.).
3. Oversee the provision of training requirements including but not limited to sourcing quotations, trainer identification, room hire, equipment, staff attendance, sustenance, travel, and accommodation.
4. Provide advice and guidance to staff and Supervisors on training requirements.
5. Liaise with WHS on relevant internal training, including keeping the shared training calendar updated.
6. Implement, develop, and update Council's corporate system in relation to Learning and Development processes and use.
7. Coordinate and monitor the training requirements of Apprentices, Trainees, and work experience students.
8. Organise Council's staff induction program and present relevant aspects alongside other People and Culture staff.
9. Provide recommendations to evolve the annual performance review to be continually beneficial for employees and their supervisors, whilst suiting the needs of the organisation.
10. Provide assistance with Recruitment and Selection processes, as required by the Principal Advisor People and Culture.
11. Assist the Principal Advisor People and Culture with human resources activities/ duties as directed.
12. Complete additional activities and reasonable directions given by management.

3. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Minimum requirement of a current C Class driver's licence.
- Certificate IV in Training and Assessment (Desirable).
- Certificate IV in Human Resources or relevant field (Desirable).

4. KEY SELECTION CRITERIA

1. Demonstrated experience in a People and Culture role, particularly within Learning and Development, ideally gained through a Local Government environment.
2. Well-developed communication and interpersonal skills with the ability to effectively communicate with staff at all levels.
3. Demonstrated high level organisational and presentation skills, with ability to organise training organisational wide.
4. Knowledge of the legislative requirements surrounding registered training organisations and funding/incentive claim processes linked to skills training trainees and apprentices.
5. Ability to monitor and action all tasks within the expected timeframes, meeting deadlines of multiple activities whilst holding a high level of attention to detail.
6. Demonstrated experience in the use of and application of the Microsoft suite of products, and Corporate Software Systems.

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 Council's 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: 