

# POSITION DESCRIPTION

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<b>Position Title:</b>	Human Resources Coordinator
<b>Position Number/s:</b>	HR-104
<b>Employment Type:</b>	Full Time, Permanent
<b>Agreement:</b>	Charters Towers Regional Council Union Collective Certified Agreement 2023
<b>Award:</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>Classification:</b>	Level 6
<b>Directorate:</b>	Human Resources and Work Health and Safety

## POSITION OBJECTIVE

Responsible for coordinating consistent, accurate, and timely Human Resources operational services to ensure the delivery of high-quality, professional advice and support services. The position will be required to provide senior level support to the Executive and Management Leadership Team, People Leaders and Employees of Council.

## ORGANISATIONAL RELATIONSHIPS

Reports to:	Executive Manager Human Resources and Work Health and Safety
Directly supervises:	Human Resources Officers

## DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

## KEY RESPONSIBILITIES

1. Provide well informed advice to support the Executive and Management Leadership Team throughout the stages of the employee life cycle.
2. Supervise the delivery of a full range of contemporary human resources functions such as, recruitment, onboarding, disciplinary matters and investigations, grievances, establishment management, HR Information System, reporting metrics, and case management assigned to the team.
3. Actively participate in the training, supervision, ongoing development (coaching and mentoring) of direct reports.
4. Support and provide advice on complex Industrial Relation matters including the prevention, management and resolution of disputes, grievances, union consultation and termination of employment to ensure compliance with relevant legislation, industrial instruments and policy.
5. Drive the development, implementation and improvement of human resources systems, policies and procedures guided by legislative and best practice requirements.
6. Provide assistance with the Certified Agreement Negotiation processes, under the direction of the Executive Manager Human Resources and Work Health and Safety.
7. Liaise with relevant advisors, legal representatives and specialists to deliver industrial/employee relations advice including the preparation of internal research findings and providing recommendations.
8. Lead and manage projects as required, including auditing, policy review, and improvement systems.

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9. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
10. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

## POSITION REQUIREMENTS

### | Knowledge, skills and abilities |

#### Essential:

- Demonstrated capability to interpret and apply industrial instruments, employment related documentation and relevant legislation.
- Ability to gain credibility, and partner and build rapport with internal and external stakeholders.
- High level knowledge of contemporary human resources practices and principles.
- High level written, oral communication, analytical, conceptual and negotiation skills.
- The application of analytical and investigative skills, along with a theoretical and practical background in human resource management to enable formulation of policy options for the organisation, the operationalisation of strategic human resource initiatives and resolve organisational problems.
- Ability to prepare and present reports, manage competing priorities while completing work programs on time and within budget.

#### Desirable:

- Previous local government HR/IR experience.
- Experience with Technology One.

### | Education/Qualifications |

#### Essential:

- Tertiary qualification in Human Resources such as Certificate IV in Human Resources Management, Diploma of Human Resources or Bachelor of Business Management (majoring in human resources, industrial relations) or substantial relevant demonstrable experience.

### | Licences |

#### Essential:

- Possession and maintenance of a current Queensland 'C' Class Driver Licence.

## PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

This position is primarily an indoor role and requires sufficient physical ability to work in a shared office setting, which involves prolonged periods of sitting at a desk and operating a computer and telephone. This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying.

Out-of-hours work may be required.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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## POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

**Executive Manager:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

**CEO:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

## POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

**Incumbent:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_