

Position Description

Position Title:	People and Culture Advisor
Classification:	Level 4
Agreement:	The Shire of Broome Inside Staff Enterprise Agreement
Department:	People and Culture
Location:	Administration Centre
Date reviewed:	August 2021
Approved by:	Manager People and Culture

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive for Everyone</i>	Proactive, forward thinking, open-minded and innovative. for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

Position Objectives

The role is responsible for administrating key people and work health safety related activities across the organisation as well as delivering an exceptional employee experience at the Shire of Broome.

The role includes partnering with partnership with leaders to create a high performing culture where employees are engaged and behaviours are aligned to our values, safety standards and code of conduct.

Position Key Responsibilities

HR Service Delivery

- **Recruitment & Onboarding:** Coordinate recruitment & onboarding processes within the bounds of Shire policies and procedures.
- **Leadership Engagement:** Provide regular reports to leaders on HR matters (e.g. leave liability, turnover, org structure, contract end dates) and support strategies to mitigate any areas of risk.
- **Generalist Advice:** Interpret legislation, policies, procedures and employment instruments to provide effective advice to Managers and employees. Coordinate employee letters and correspondence to ensure contractual obligations are met.
- **Performance Management:** Support leaders to take proactive and progressive action to improve employee behaviours/performance through the annual appraisal process and performance improvement or disciplinary processes.
- **Grievances and Complaints:** Facilitate grievance and complaint processes in line with policies and procedures.
- **Change Management:** Partner with leaders to help them predict responses to change and plan the change accordingly. Understand change management principals and translate knowledge into workable actions. Ensure change initiatives are focused and supportive of strategies and integrated with our values. Use and promote technology to drive efficiencies.
- **Training & Learning Development:** Provide inductions to all new starters. Support the study assistance process. Coordinate and maintain the annual training schedule and conduct an annual course evaluation to ensure the relevance and effectiveness of training. Support leaders to develop succession plans.

Occupational Health & Safety:

- **Hazards & incidents:** Conduct Audits and Inspections, Hazard Identification and risk management. Review third-party safety management plans, practices and documentation. Provide regular reports to leaders on OSH compliance and partner with the leader on strategies to improve the Culture of WHS.
- **Wellbeing:** Coordinate, promote and implement preventative Healthy Workplace Initiative programs in accordance with the Wellbeing Framework.
- **OSH Committee:** Assist with administrative duties for monthly OSH Committee with Agenda items, meeting arrangements, minute taking, recording, providing a monthly incident list and distribution of minutes.
- **Injury Management:** Coordinate Workers Compensation and Injury Management processes in accordance with approved Shire procedure.
- **Generalist Advice:** Interpret legislation, policies and procedures to provide effective advice to Managers and employees.

Other

- **Other reasonable duties:** This document is not intended to cover every task that will be required, however provides a framework of the expectations required. As a lean Organisation there may be times you will be required to do other reasonable duties which fit within your skillset.

Organisational Responsibilities

Human Resource Management

- When required relieve positions within the department during periods of absences.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

Occupational Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice
- Seek guidance for all new or modified work practices to ensure safety is a high priority consideration
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the Supervisor

Compliance

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software license requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Organisational:

- Contributes to the achievements of the Directorate generally.
- Participate and Contribute to Technical Advisory Groups and Other Shire committees.
- To undertake special projects within skill base and qualifications when required.
- Undertake Interplan reporting as required.

Organisational Relationship/Context

Reports to:	Manager People and Culture
Internal Contacts:	Senior People and Safety Officer CEO, Directors and Managers All staff as required
External Contacts:	LGIS WorkSafe Fair Work Commission / Ombudsman

Department of Local Government and Communities
Crime and Corruption Commission
Public Sector Commission

Performance Review: Probation period – first three months of employment
Performance Appraisal conducted annually

Key Selection Criteria

Essential Skills:

- Demonstrated experience to plan, organise and deliver organisational initiatives, keeping to tight deadlines, work independently and apply initiative
- Demonstrated experience in end to end recruitment within a fast-paced environment.
- Demonstrated experience in overseeing the workers compensation and personal injury management processes;
- Ability to understand and interpret legislation, enterprise agreements, awards and payroll information.
- Ability to use initiative, discretion, manage competing priorities and deadlines with an emphasis on accuracy and attention to detail.
- Highly developed verbal and written communication skills including a good interpersonal ability to deal with a broad range of people
- High level of competency in developing written policy and procedures
- Valid National Police Clearance

Desirable:

- Previous experience in Local Government and Synergy Software
- Three to five years work experience in a similar human resources or occupational safety and health role.
- Previous experience providing generalist advice and support of legislation, enterprise agreements, awards and payroll

Qualifications and/or Training:

- Possession of or progress toward tertiary qualifications in a Human Resources, Industrial Relations or Occupational Safety & Health fields.
- Current C classification Drivers license