



Human Resources & Governance Officer

Thank you for your interest in applying for the position of Human Resources & Governance Officer with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

-) Employment details;
-) Benefits of working with Hindmarsh Shire Council;
-) Position Description;
-) Key selection criteria; and
-) Details on applying for a position with Hindmarsh Shire Council.

For general details of the Council, please refer to the following website: www.hindmarsh.vic.gov.au.

For further information about the position or duties involved, please contact Monica Revell, Director Corporate and Community Services, on (03) 5391 4444 or hr@hindmarsh.vic.gov.au.



Opportunity this way...

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

Some of the benefits of working at Hindmarsh Shire Council include:

-) Above Award pay rates
-) Annual pay increases via Enterprise Agreement
-) Commitment to work-life balance
-) Annual Leave Loading
-) Employee Assistance Program
-) Active Social Club
-) Salary Sacrifice opportunities for superannuation
-) Rates deductions via payroll for employees owning a property in the Shire
-) Ability to purchase additional annual leave via Enterprise Agreement
-) Car parking
-) Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.

Employment Details for the Position of: Human Resources & Governance Officer

<u>Status:</u>	Full Time
<u>Location:</u>	The position will be based at the Hindmarsh Shire Council, 92 Nelson Street, Nhill
<u>Award:</u>	Victorian Local Authorities Award 2001
<u>Enterprise Agreement:</u>	Hindmarsh Shire Council Enterprise Agreement No 8, 2016
<u>Classification:</u>	Band 5 per the Victorian Local Authorities Award 2001 and Hindmarsh Shire Council Enterprise Agreement.
<u>Salary:</u>	\$63,594 pro rata
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<u>Hours:</u>	<p>Hours of work are 8:30am to 5:00pm, with a 30 minute lunch break, Monday to Friday.</p> <p>The position will be required to work 80 hours per fortnight. It will be paid for 76 hours per fortnight. The remaining four hours will be held in lieu to enable one rostered day off per four week period.</p>
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<u>Annual Leave:</u>	Four (4) weeks annual leave pro rata per annum plus 17.5% leave loading
<u>Sick Leave:</u>	Twelve (12) days sick leave pro rata per annum.
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<u>Police Check:</u>	It is a condition of employment that appointees must undertake a police check prior to commencement of work.



HINDMARSH SHIRE COUNCIL

POSITION DESCRIPTION

1. **POSITION IDENTIFICATION:**

Position: Human Resources & Governance Officer
Department: Corporate & Community Services
Starting Point/Location: Nhill
Classification: Band 5 as per the Victorian Local Authorities Award 2001 and Hindmarsh Shire Council Enterprise Agreement
Employment Type: Permanent Full Time

2. **CURRENCY:**

Current Version Number: 1.00 **Approved:** 6 February 2018

Name of Occupant: Vacant

Signature: ----- **Date**-----

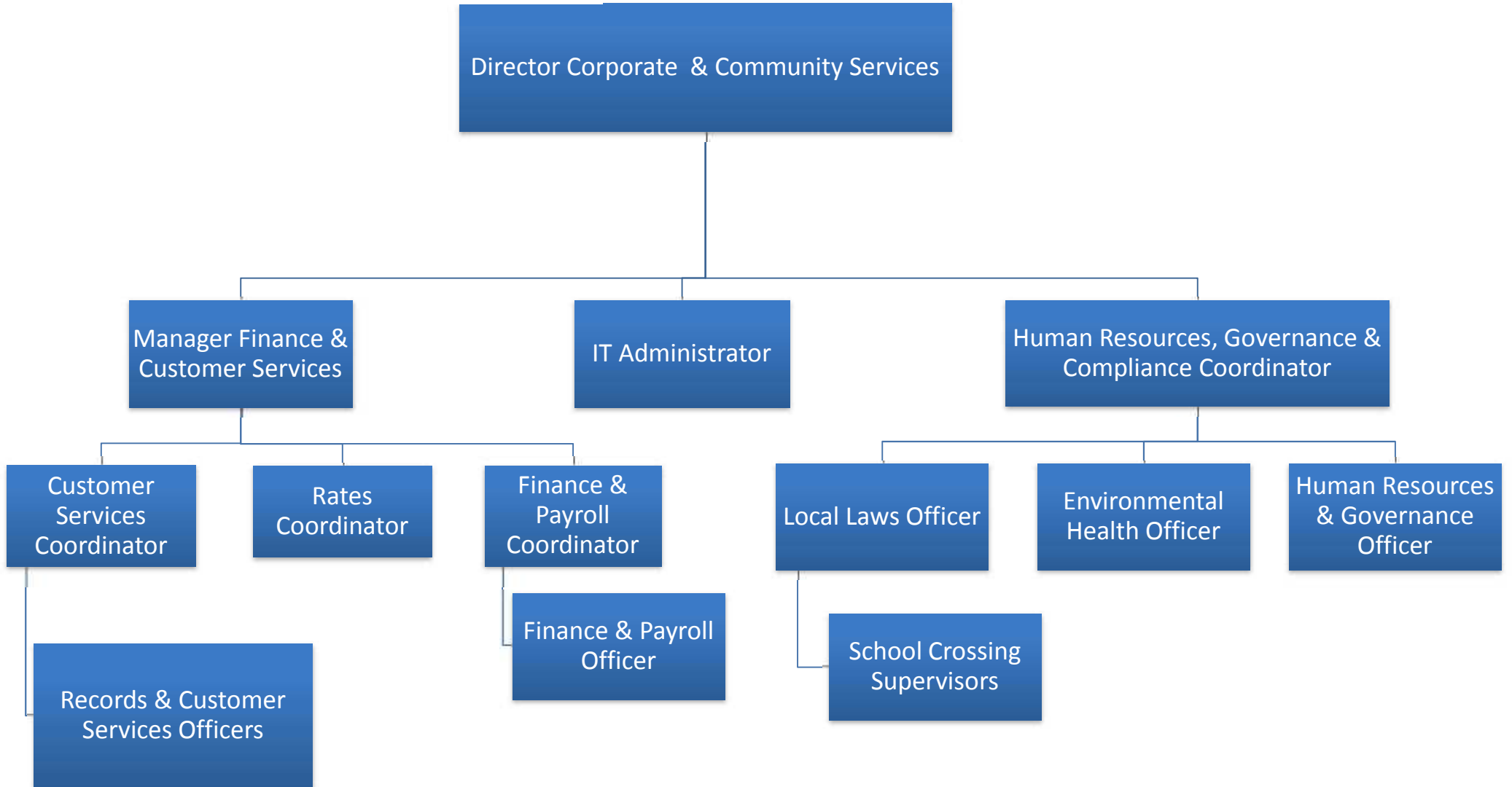
Prepared By: Monica Revell **Date** 6 February 2018

Approved By: Greg Wood **Date** 6 February 2018

H.R Approved: Monica Revell **Date** 6 February 2018

Version History: n/a

3. DEPARTMENT STRUCTURE:



4. POSITION OBJECTIVES:

The Human Resources & Governance Officer provides assistance for the following key areas:

- J Providing specialist advice and assistance across the organisation on a range of policy, procedural, administrative and governance matters ensuring council meet governance obligations and regulatory compliance matters;
- J Providing personnel support to management across the organisation;
- J Overseeing the administration of Council's insurances, WorkCover, occupational health and safety, and risk management programs;
- J Ensuring Council meet statutory and policy requirements under the Local Government Act 1989 and other legislation;
- J Oversee local laws and environmental health with the objective of ensuring that regulations are complied with and enforced where required.

5. KEY RESPONSIBILITY AREAS:

Human Resources

- J Assists with Council's human resources management including assisting personell with queries, and ensuring annual staff reviews are conducted.
- J Assists with Council's WorkCover claims and annual remuneration returns in accordance with the WorkCover Act.
- J Assists with Council's recruitment and selection process including sending correspondence throughout the recruitment and selection process.

Governance

- J Assists in ensuring the organisation has an effective corporate governance framework that complies with legislative requirements, promotes business excellence and achieves the determined community and corporate objectives.
- J Assists in ensuring Council's registers, including register of interest and information to be made available to the public is current and updated regularly.
- J Assists with Freedom of Informaton requests, ensuring required information is provided on time.

Occupational Health & Safety (OHS)

- J Assist with ensuring Council is compliant with the provisions of the Occupational health and Safety Act and Regulations.
- J Assist with investigations of all accidents/incidents and prepare reports as required.
- J Assist with providing actions to improve OHS.
- J Facilitate rehabilitation of injured workers ensuring a smooth return to work process.
- J Where required provide inductions of new employees in risk and OHS.
- J Provide Administrative support to Council's OHS Committee, including setting meeting dates, collating agenda items, distributing agendas and taking minutes.

Risk & Property Management

- J Assist to implement effective and consistent corporate risk governance to ensure that Council's liability and risk exposure is minimised through a proactive and strategic approach to risk management.
- J Update Council's Risk Register and ensure regular reviews are conducted.
- J Provide administrative support in the preparation and review of Council's property portfolio including leases, licenses and user agreements.

Insurance Program

- J Assist with Council's annual insurance reviews.
- J Assist to provide prompt processing of all claims, including providing administrative support for investigations and communication with Council staff, witnesses, Loss Adjusters and prepare the appropriate documentation for presentation to Council's brokers, insurers and legal advisors.

6. ORGANISATIONAL RELATIONSHIPS:

Reports to: Human Resources, Governance & Compliance Coordinator

Supervises: Nil

Internal Contacts: All Staff

External Contacts: General public and residents
Community and sporting organisations
Regional organisations
Professional organisations
Government departments and statutory authorities
Contractors and suppliers

7. OCCUPATIONAL HEALTH AND SAFETY:

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:

- J Take reasonable care for their health and safety.
- J Notify their manager of their inability to carry out any physical task that is outside their capability.
- J Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace.
- J Co-operate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of Job Safety Analysis (JSA).
- J Complete Accident, Hazard and Near Miss Reports in a timely manner.
- J Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety.
- J Use protective equipment or clothing provided by Council at all required times.
- J Immediately notify their manager in the event of any injury, near miss, damaged equipment or other workplace hazard.

) Actively participate in Council safety programs.

8. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

-) Freedom to act is limited to standards and procedures established for the position.
-) Provide support to the Human Resources, Governance & Compliance Coordinator.
-) The ability to plan own work at least one week in advance.

9. JUDGMENT AND DECISION MAKING:

-) A good level of judgement and decision making is required.
-) Guidance and advice is always available within the time to make a choice.
-) The objectives of work are clear with set procedures.

10. SPECIALIST KNOWLEDGE AND SKILLS:

-) An understanding of the goals of the Corporate & Community Services department.
-) Ability to interpret regulations.

11. MANAGEMENT SKILLS:

-) Skills in managing time, setting priorities and planning and organising one's own.
-) Ability to assist with staff enquiries in a prompt and courteous manner.

12. QUALIFICATIONS AND EXPERIENCE:

Desirable Qualifications and Experience

-) Diploma qualifications in Business Management, Human Resources or similar.
-) Relevant experience in providing support in Human Resources, Governance, OHS or Risk Management.

13. EQUAL OPPORTUNITY:

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

14. PRIVACY AND CONFIDENTIALITY:

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

KEY SELECTION CRITERIA:

-) Diploma qualification in business management, human resources or other relevant qualification.
-) Experience in providing high level administrative support.
-) Well-developed communication skills, both verbal and written.
-) Well-developed skills in managing time, setting priorities, planning and organising area's work.
-) A high level of initiative and being willing and able to go the extra mile when needed.

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Applying for a position with Hindmarsh Shire Council

This guide has been designed to assist you in applying for a position with the Hindmarsh Shire Council. It will provide you with some tips and ideas for ensuring that your application and your interview are high quality and relevant.

How to Apply

The primary function of an application is to provide sufficient information about your education, work history and experiences to allow the Selection Panel to decide whether you should be interviewed for the positions.

Applicants should prepare the following information:

-) A covering letter
-) A separate attachment addressing the Key Selection Criteria
-) A current resume

Addressing the Key Selection Criteria

Applicants are required to address the Key Selection Criteria referred to in the Position Description (PD). Selection Criteria are used in the PD to describe the skills, knowledge, qualities, abilities, experience and qualifications needed to successfully undertake the role.

Addressing the Key Selection Criteria should be written as a separate document and submitted together with your resume and brief covering letter.

Do: Read the Position Description.

Note the closing date for applications (late applications will not be considered).

Address the Key Selection Criteria in your application and detail how your skills, abilities, experience and qualifications meet these criteria.

Ensure you provide a telephone contact number in your application.

Don't: Assume that the Selection Panel knows anything about you

Submit a generic application

Attach original certificates or references (please send photocopies only as they will not be returned)

Don't be deterred if you do not obtain an interview. Consider why you may have not been chosen and then, if necessary, ask the contact person for some feedback on your application.

Submitting Applications (Applications should be marked Private & Confidential)

Mail to:

Attn: Director Corporate & Community Services
Hindmarsh Shire Council
PO Box 250
NHILL VIC 3418

Deliver in person:

Attn: Director Corporate & Community Services
Hindmarsh Shire Council
92 Nelson Street
NHILL VIC 3418

Email to:

hr@hindmarsh.vic.gov.au

Assessment of Applications

-) Each application will be assessed against the Key Selection Criteria for the position.
-) Applicants who most closely meet the Criteria will be offered an interview
-) Applicants not short listed for interview will be advised in writing.
-) Applicants not short listed for interview will be able to ask for feedback on their application.

The Interview:

-) You will be contacted by phone if you have been selected for an interview
-) You will be provided with details regarding the time, day and location of the interview
-) The interview panel will usually consist of three panel members, including the Manager / Supervisor of the position
-) During the interview, panel members will ask questions to determine who will be the best candidate for the position
-) You will have an opportunity in the interview to ask questions
-) If you have not provided referee details on your resume, be prepared to provide them at the interview
-) Referee checks will be conducted for the preferred candidate at the conclusion of the interviews.
-) Please be on time for your interview
-) Please contact Council if you cannot attend the interview or wish to withdraw from the process.

After the Interview:

The successful interviewed applicant:

-) Will be notified by phone
-) Will have the relevant pre-employment checks conducted
-) Will agree on a start date and a letter of offer will be sent, outlining terms and conditions of employment.

The unsuccessful interviewed applicants:

-) Will be advised by telephone of the interview panel decision, followed by a letter confirming the outcome
-) Is able to ask for feedback on their application and interview.

---- End ----