

Role title:	HR & WHS Admin Officer
Department:	Corporate Services
Level:	Level Five <i>Local Government Officers' (Western Australia) Award 2021</i>
Position Objective:	<p>The Human Resources Officer is responsible for delivering effective and compliant generalist human resources advisory and administration services to both internal and external stakeholders in accordance with relevant legislation, Shire policies, organisational directives and work instructions.</p> <p>This position will be required to deliver high quality customer service, build strong working relationships across the organisation and positively promote the organisation at all times.</p> <p>To ensure the Shire provides a safe work environment by supporting all staff through developing, implementing and maintaining effective Safety Management Systems and promoting a positive safety culture.</p>
Stakeholder Engagement:	<p>The position works collaboratively with all team members across the organisation.</p> <p>Externally it liaises with Federal and State government agencies, other local government authorities, contractors, community groups and organisations, private sector stakeholders.</p>
Direct Supervisor:	Deputy Chief Executive Officer
Direct Reports:	Nil
Total Number of Reports:	Nil

Acknowledgement	
<i>Employee Signature</i>	<i>Date</i>
<i>Manager Signature</i>	<i>Date</i>
<i>HR Signature</i>	<i>Date</i>

Date position registered

Key Responsibilities

Human Resources:

- Providing direction, support and advice efficiently and effectively in all areas of Human Resources (HR) including but not limited to the areas of recruitment and selection, learning and development, performance management and reviews, grievances and dispute resolution and change management, consistent with legislation, Council approved policies, and Shire organisational directives and work instructions.
- Monitoring relevant legislation and ensuring that the Shire's HR practices meet requirements.
- Maintaining relevant human resources records, information and databases to ensure accuracy and availability of information where required.
- Assisting in the coordination of all aspects of the employee lifecycle including the end to end recruitment process, induction and termination.
- Ensuring that confidentiality with respect to all HR processes and information is maintained at all times.
- Develop and maintain the annual training budget, training register and coordinate training events and/or staff attendance at relevant training sessions.
- Manage the Workers' Compensation claims and injured workers' injury management programs with the Shire's insurance brokers.
- Any other duties as required by the Executive Team relevant to this level.

Workplace Health and Safety

- Conduct WHS inductions for new staff and contractors.
- Develop safe work method statements in collaboration with affected staff.
- Provide support to, and consult with, the WHS Committee to ensure its proactive involvement in Work Health and Safety, including but not limited to:
 - ✓ Acting as secretary to the WHS Committee by coordinating meetings, minutes and agendas;
 - ✓ - Preparing WHS reports and statistics;
 - ✓ - Raising issues to discuss at WHS Committee meetings;
 - ✓ - Assisting with performing workplace inspections with Committee as required
- Write policies, procedures & development templates including but not limited to:
 - ✓ Safe Work Method Statements (SWMSs); and
 - ✓ Job Safety Analysis (JSAs).
- Develop plans, worksheets, guidelines and registers including but not limited to:
- WHS Operational Plans;
 - ✓ Risk Assessments;
 - ✓ Maintenance of Hazardous Materials;
 - ✓ Contractor Safety Management Manual
 - ✓ Employee and Elected Member Induction Manuals;
 - ✓ Emergency Management Plans;
 - ✓ Asbestos Containment Management.
- Develop and provide safety training materials.
- Organise WHS training as required in line with available budget and resources.
- Manage and develop the Shire's online safety program "Skytrust".

Selection Criteria

Essential

1. Knowledge and application of current HR practices and relevant legislation such as but not limited to:
 - Federal and State Government Industrial Relations Legislation,
 - *Workers Compensation and Injury Management Act 1981*,
 - Equal Employment Opportunity legislation,
 - Anti-Discrimination legislation.
2. Sound knowledge of Work Health and Safety practices and procedures with experience in a similar role with a demonstrated knowledge of Work Health & Safety legislation and associated regulations and codes of practice.
3. High level written and verbal communication skills.
4. Demonstrated ability to maintain confidentiality at all times;
5. High level interpersonal skills to allow effective communication to all levels of staff.
6. Advanced computer skills with experience in the use of spreadsheets, computerised procurement, payroll, record keeping and word processing.
7. Ability to manage multiple tasks and deadlines.
8. Minimum C Class Drivers Licence.
9. Current National Police Clearance (NPC), dated within 6 months of commencement.

Desirable

10. Previous experience in the Local Government industry in a similar role.
11. Formal human resources, business administration and / or work health safety qualifications.
12. Knowledge of SynergySoft.
13. Knowledge of Skytrust or similar Work Health Safety program.