



## NPARC POSITION DESCRIPTION

<b>Position number</b>	3301	<b>Date of last review</b>	March 2017
<b>Position Title</b>	Human Resources Manager		
<b>Classification</b>	\$85,000.00 p.a.		
<b>Branch</b>	Corporate Services		
<b>Location</b>	Injinoo Community		
<b>Employment Type</b>	Full-Time / Permanent		
<b>Manager</b>	Chief Executive Officer		

### 1. ORGANISATIONAL ENVIRONMENT:

The Northern Peninsula Area Regional Council's mission is:

To support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the community.

The Northern Peninsula Area Regional Council Vision is:

***With Respect and pride we will build a future for our children based on unity, equitable self-governance, education and culture.***

The Council is charged with the responsibility of ensuring a wide range of local government services are available throughout the communities of the Northern Peninsula Area including housing, kerbside collection of rubbish and land-fill disposal, potable water supplies and effective wastewater disposal systems.

The Council must work closely with the community and funding agencies to ensure the necessary resources are available for these purposes.

### 2. PRIMARY OBJECTIVES OF THE POSITION:

To provide effective efficient and high quality customer service and manage and coordinate all human resource management activities and functions, including:

- Provide advice, information and support to the Chief Executive Officer, executive managers, branch managers and staff regarding human resource management practices
- Work with management and staff to identify ways to improve and enhance job satisfaction, professional development and training, and multi-skilling
- Administer staff recruitment, retention and performance reviews programmes in accordance with sound practices and a consistent manner.

### 3. CONDITIONS OF EMPLOYMENT:

The conditions of employment for this position are in accordance with the NPARC Certified Agreement 2012 to 2014, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

#### **4. WORKPLACE HEALTH & SAFETY RESPONSIBILITIES:**

The employee shall comply with the OH&S Act, regulations, codes of practice and Council's OH&S policies and procedures and shall comply with instructions given by the manager and respect of the health and safety of themselves and the health and safety of other persons.

The employee is responsible for ensuring Council's OH&S Systems are implemented within their area of responsibility.

#### **5. KEY DUTIES AND RESPONSIBILITIES:**

Duties and responsibilities include but are not limited to:

- Provide human resources administrative support to Chief Executive Officer and Council in respect of all human resources related work undertaken by Council.
- Take the lead role in the identification, development, implementation and evaluation of HR initiatives across Council including recruitment and training management, policy and compliance, supporting change management initiatives etc.
- Provide sound HR advice, coaching, support and services to all managers and staff across Council on all HR matters
- Represent Council and project manage Certified Agreement negotiations
- Development and implementation of an annual training programme for staff.
- Monitor, advise and report on current and relevant legislative matters.
- Co-ordinate the provision of HR administration services.
- Development of human resource staff policies
- Provide all Council staff advice on award interpretation and its effect on Council operations
- Prepare and deliver staff induction programmes
- Assist managers with workforce planning, staff career development and training
- Involvement in employee performance reviews as required.
- Providing managers with assistance and advice in regards to disciplinary process and options
- Represent Council in liaison with other industrial organisations i.e. QIRC, unions, etc.
- Involvement in the preparation of Council's annual salary and wages budget, in liaison with Executive Manager Corporate Services and Corporate Services staff.
- Maintenance of employment contracts of senior executive Staff in line with current contemporary practices.
- Liaison with Council's Payroll Unit in relation to any issues concerning employee pay entitlements that may arise.
- Preparation of a monthly HR report
- Represent the Council at meetings and conferences of the Queensland Industrial Relations Commission, employer groups, unions and other bodies or associations as required in relation to human resource issues.

**6. Selection Criteria**

1. Relevant tertiary qualifications in Human Resources Management.
2. Demonstrated experience as a Human Resources generalist with experience across functions including Employee Relations, HR operations, recruitment and certified agreement negotiations
3. Demonstrated experience developing and implementing Human Resources policies and procedures.
4. Highly developed relationship building and influencing skills with the ability to deal with people on complex and sensitive issues.
5. Experience in the development, use and implementation of Human Resource Management Information Systems
6. Strong written and verbal communication skills, with experience writing effective reports and delivering presentations
7. Working knowledge of MS Word, Excel and Outlook and ideally TRIM.
8. Demonstrated knowledge of all HR functional areas.

**7. Key Performance Indicators**

- Completion of all duties (as noted above) in a timely, accurate and efficient manner
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Compliance with all Council policies and procedures
- Compliance with relevant OH&S standards
- Compliance with the Council's Code of Conduct

We agree that this Position Description accurately reflects the role.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Chief Executive Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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