

# Town of Claremont Information Pack



**Position**                      **Manager Human Resources**

**Salary**                         **\$92,107– \$105, 925 per annum + up to 13.5% superannuation**  
**Eligible for a Rostered Day Off**

The Town of Claremont is a progressive local government that was established in 1898 for the picturesque riverside suburbs of Claremont and Swanbourne. It is a busy and forward focused local government with dedicated staff who are committed to making a difference at a local level.

The Town is looking for an experienced Human Resource professional to provide end-to-end support for the entire employment life cycle including recruitment & selection, employee relations, staff retention, development and performance management. Key responsibilities of the role include:

- Overseeing the recruitment process in conjunction with a HR officer to ensure the Town employ's the best people.
- Coordinating staff induction and training and development programs.
- Coordinating the Town's health and wellbeing program.
- Assisting Managers with performance management issues and disciplinary processes.
- Providing generalist HR and IR advice.
- Annual review of Town policies and procedures.
- Keeping up to date with HR best practice and relevant legislation and updating key stakeholders as required.
- Managing the Town's Work Health & Safety officer and overseeing the Town's WHS committee.
- Managing the Town's payroll officer and providing advice on the interpretation of the Town's Enterprise Agreement. Ensuring the accurate processing of the fortnightly payroll and monthly superannuation payments for the Town's employees.

Your core values must mirror the Town's values of respect, integrity, quality communication and excellent customer service. This role requires an individual who has sound judgment, excellent communication, problem solving and organisational skills. Experience with payroll and a certificate IV or sound knowledge of WHS legislation and general workplace safety issues is highly desirable. The salary offered will be commensurate with candidates experience and skills as against the position description.

The Town offers great benefits such as additional superannuation contributions, the ability to work from home, free parking, an on-site gym, free access to the Aquatic Centre and health and wellbeing programs.

The Town is an equal opportunity employer that values a diverse workplace. We encourage people of all ages, genders, culturally diverse backgrounds and those with a disability to apply.

**Applications close 28 September 2022 at 5pm.**

**Please direct all enquiries to Bree Websdale, Director Governance & People.**

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## Completing your application

In order to be considered for the vacant position you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

## What your application must include

### Cover letter

A covering letter should demonstrate your suitability for the position. Although you are not required to address the selection criteria, you must meet the criteria to be considered for the position. It also gives you the opportunity to introduce yourself to the selection panel and explain why you are applying for the position.

### Curriculum Vitae / Resume

Your Curriculum Vitae (CV) / Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your CV / Resume.

## Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application. Applications must reach the Town of Claremont no later than 5.00pm on the closing date. The Town of Claremont prefers to receive applications via email at [employment@claremont.wa.gov.au](mailto:employment@claremont.wa.gov.au) Alternatively, applications may be mailed to:

Attention:  
CONFIDENTIAL  
Chief Executive Officer  
Town of Claremont  
PO Box 54, Claremont WA 6910

Please do not submit applications in plastic folders or include original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

Thank you for your interest in working with the Town of Claremont.



# Benefits of working at the **Town of Claremont**

## Remuneration & Conditions

- Competitive salaries;
- generous superannuation contribution scheme;
- flexible work options;
- employee recognition program;
- attractive working location in the Claremont town centre;
- modern, accessible workspaces;
- accessible public transport and free car parking.



## Health & Wellbeing Initiatives

- Free use of our Corporate Gym and Aquatic Centre;
- confidential employee assistance program;
- discounted private health membership;
- flu vaccinations;
- skin cancer checks;
- health and wellbeing seminars.

## Training & Development

- Training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options including reimbursement of approved course fees (conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.

