

| | |
|--|--|
| Position Title: | Manager Human Resources |
| Directorate: | Governance and People |
| Award/Agreement: | TOC Enterprise Agreement 2021 (and any subsequent agreement) |
| Classification level: | Level 10/11 |
| Directly reports to: | Director Governance and People |
| Positions under Direct Supervision: | HR Assistant (part time) Payroll Officer (part time) Work Health and Safety Officer (Town of Claremont, Cottesloe, Mosman Park and Shire of Peppermint Grove) |

Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 10,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

OBJECTIVE OF THIS POSITION

The key objective of this position is to provide human resource management to the organisation, including managing a small team of specialists. Key areas are:

- Recruitment, selection and induction
- Training and development
- Industrial relations
- Payroll
- Health, wellbeing and safety.

Objective 1: Recruitment, selection and induction

- Co-ordinate the recruitment and selection process in accordance with Town procedures and policy including recommending advertising strategies, preparing job packs, assisting on selection panels, contacting applicants, reference, qualification and identification checks.
- Oversee delivery of HR staff inductions and co-ordinate the development of the Town's orientation program and manual.
- Undertake job analysis of new positions, assess and review position descriptions and coordinate and finalise reclassification requests.
- Oversee the management of the Town's human resource records including contracts, variations, position amendments, vacancies, training records and personal details.
- Maintain a Staff Establishment spreadsheet for the organisation.
- Proactively identify and implement HR strategies and solutions to achieve agreed outcomes.
- Assist the Director and CEO with the development and implementation of a Workforce Plan for the Town.
- Collate and submit the Town's annual Equal Employment Opportunity (EEO) statistics to the Public Sector Commission.
- Keep abreast of legislative changes in the *Local Government Act and Regulations, Fair Work Act, Industrial Relations Act 1979*.
- Perform any other duties within the scope of the level of the position as directed.

Objective 2: Training and Development

- Administer and coordinate the organisations' Training and Development program, based on organisational goals and performance assessment training and development needs.
- Identify further training and development needs through performance management, and support supervisors through this process.
- Provide training on HR related matters to the organisation.
- Administer relevant training and development policies and procedures.

Objective 3: Industrial Relations

- Advise and participate in the administrative and facilitation process of performance and grievance issues including conducting investigations, writing letters and reports and providing recommendations to management.
- Provide advice regarding industrial matters to minimise the Town's industrial risk and exposure to claims in the Fair Work Commission.
- Provide advice and interpretation of the Enterprise Agreement and relevant legislation as it applies to the Town and its employees.
- Manage Enterprise Bargaining negotiation processes in line with requirements of the Fair Work Act,

including collating, issuing Notice of Employee Representational Rights, agendas, minutes, attachments and distribution to employer and employee representatives within appropriate timeframes.

- Provide advice to EA Working Party as required.
- Prepare Enterprise Agreement for lodgement including preparation of BOOT calculations, collation of material, Forms and attachments within legislative timeframes.

Objective 4: Payroll

- Ensure the accurate processing of the fortnightly payroll and monthly superannuation payments for the Town's employees.
- Advise and assist the Payroll Officer
 - To ensure accurate payroll employee records are maintained.
 - to calculate and apply adjustments to the payroll employee records as authorised.
 - with Employee super fund administration and oversee the payment process.
 - prepare PAYG summaries to employees.
 - To process PAC payments and pay increases pursuant to the Enterprise Agreement.
 - To Instigate recoups of salaries and leave liability payments, especially Local Government Long Service Leave as required in liaison with Finance.
 - To Oversee the production of reports to Services Australia, Australian Tax Office, Australian Bureau of Statistics returns, payroll certification and for Managers as required.
 - To Ensure government payments and deductions such as Paid Parental Leave and Child Support, as applicable, are processed on time and accurately.
 - To Provide statistical information and input into organizational reports as requested.
- Understand and be abreast of changes to employee entitlements, government initiatives and taxation, superannuation and employment legislation as it applies to payroll.
- Liaise with the Town's Insurer, the Governance team and Payroll Officer to process Workers Compensation payments.
- Maintain up to date knowledge of relevant legislative changes impacting on the payroll such as changes to superannuation contributions and taxation rates as required.
- Maintain close key stakeholder relationships with the Finance team to ensure budget requirements and reporting standards are met as it relates to the payroll.

Objective 5: Work Health and Safety

Oversee the Town's WHS Officer to manage deliverables as agreed with partner councils (Mosman Park, Cottesloe and Peppermint Grove) including:

- Co-ordinate the WHS requirements.
- Coordinate the Town's WHS Committee.
- Coordinate the delivery of relevant WHS training.
- Review and develop any WHS WSH related policies.
- Administer accident, incident and other relevant WHS reports and onsite inspections and audits.
- Deliver the Town's WHS WSH induction to all new employees and update induction manual as required
- Raising WHS awareness throughout business units.
- Facilitation of continual improvement and cultural beliefs around safety.
- Actively promote WHS and disseminate WHS information.
- Advise managers around the maintenance of workplaces, plant and systems of work to minimise employees' exposure to hazards
- Provide such information, instruction, and training to managers and employees to minimise employees' exposure to hazards.
- Implement components of WHS management systems.
- Implement hazard identification, risk assessment and control.
- Implement incident investigation, reporting and record keeping.
- Keep abreast of legislative changes.

- Co-ordinate the Town's Employee Health and Wellbeing program.

Objective 6: Leadership (for Managers/Senior Officers)

- Be an active, positive and contributing member of the Town's Management/ Coordinators Group.
- Provide leadership and nurture the continual development of positions under your direct supervision.
- Provide direction and achievable goal setting to team members, while setting a good example through consistently demonstrating the organisation's Values
- Prepare high quality quarterly reports and present at quarterly reporting meetings
- Maintain budgets for business units.
- Manage the Performance Assessment Cycle for positions under your direct supervision including annual review of position descriptions.
- Provide regular, consistent communication to and from team members, to support a productive and effective team.
- Provide technical advice and professional support to officers and others as required to resolve complex issues.
- Make suggestions and manage change that contributes to the efficiency and effectiveness of the Directorate.
- Oversee drafting and updating of work procedures, policies and procedures for the business unit.
- Report as required to the Director on workload, effectiveness and staff matters.
- Keep informed of current trends and initiatives and ensure involvement in continuing professional development.
- Provide positive representation of the Town at all times.

Objective 7: Work Health and Safety (For Managers/Senior Officers)

- Raising WHS awareness throughout business units.
- Facilitation of continual improvement and cultural beliefs around safety.
- Actively promote WHS and disseminate WHS information.
- Provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, the employees are not exposed to hazards.
- Provide such information, instruction, and training to, and supervision of, the employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards.
- Effectively communicate with regard to the WHS management system.
- Apply WHS and relevant legislation.
- Implement components of WHS management systems.
- Implement hazard identification, risk assessment and control.
- Implement incident investigation, reporting and record keeping.

Objective 8: Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 9: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

SELECTION CRITERIA

Essential

- Tertiary degree qualifications in Human Resources, Industrial Relations, Organisational Law or a related discipline.
- Significant experience working within a Human Resources environment in a similar generalist position at a senior level.
- Demonstrated experience in the creation and application of human resource policies and procedures.
- Ability to interpret Legislation, Agreements, Awards and employment legislation and apply in practice.
- Demonstrated analytical, problem solving and negotiation skills to effectively resolve issues in the workplace.
- Excellent communication skills (both written and verbal) together with prioritisation, planning & interpersonal skills.
- A demonstrated high degree of integrity and understanding of confidentiality.
- Well-developed time management and organisational skills.
- Demonstrated proficiency in using all Microsoft applications and other software as required.

Desirable

- Certificate IV and/or sound knowledge of WHS legislation, standards and general workplace safety issues & practices.
- Post Graduate qualifications in Human Resources, Industrial Relations or similar.
- Experience in Local Government.
- Prior experience running or overseeing payroll.
- Experience delivering internal training.

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Complete a Police Clearance (to be assessed by Human Resources).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.
- Provide a COVID certificate evidencing proof of vaccination (where required for your position by State Government Directions or Town Policy or Procedure).

Some positions may be required to undertake other checks and verifications such as Working with Children Check and these will be specifically indicated in the Selection Criteria.

Signatures

Chief Executive Officer Approval

| | |
|-----------|------|
| | |
| Signature | Date |

Employee

| | |
|-----------|------|
| | |
| Signature | Date |

Review date:

| |
|--|
| |
|--|