

Kiama Municipal Council

Job Description

POSITION TITLE:	Human Resources Officer
GRADE:	12
DEPARTMENT:	Corporate & Commercial Services
ACCOUNTABLE TO:	Manager HR & Commercial Services
DATE:	February 2012

OBJECTIVES

- 1 To assist in the development, implementation and revision of Human Resources and industrial policies and procedures.
- 2 To co-ordinate a range of HR processes including recruitment, induction, job evaluation, performance management, training and development.
- 3 To assist with the development and implementation of Council's employment related Management Plans, policies and procedures.
- 4 To promote the image of Council as being both efficient and courteous.

SCHEDULE OF DUTIES

- 1 Assist in the development, implementation, maintenance and review Human Resources Policies and Procedures.
 - 2 Co-ordinate administrative procedures relating to recruitment in accordance with Council policies and legislative requirements.
 - 3 Assist to develop, facilitate and review corporate training and conduct Council's Corporate Induction program for new employees.
 - 4 Co-ordinate Apprentice/Trainee, Study Assistance and Work Experience programs.
 - 5 Respond to employment related enquiries from members of the public, Council employees and managers.
 - 6 Ensure Probation Reports and Competency Assessments are completed for all new and recently promoted employees at appropriate times and assist with the implementation of the Performance Management System.
-

- 7 Provide consistent, accurate and timely advice, verbally and/or in writing to the General Manager, Managers, Supervisors and staff including Blue Haven on Human Resource, Industrial, Award and legislative matters.
- 8 Action correspondence related to Human Resources matters.
- 9 Assist in the review of strategic plans including Council's Workforce Plan, EEO Management Plan and Training Plan.
- 10 Maintain Council's HRIS to ensure currency of information and produce reports as required.
- 11 Assist to implement and maintain Council's Job Evaluation System.
- 12 Assist with Human Resources projects as required.

MULTISKILLING CLAUSE

The incumbent of this position may be directed to carry out such other duties as are within the limits of the employee's skill, competence and training. I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

.....
Accepted

.....
Supervisor

Date

Date