

Kiama Municipal Council

Job Specification

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

Essential

1. Degree majoring in Human Resources or related discipline.
2. At least 12 months experience working in a generalist HR role.
3. Experience in Recruitment, Selection and Appointment of staff.
4. Experience in interpreting awards, agreements, contracts of employment and employment legislation.
5. Experience designing and facilitating corporate and employment related training including staff induction programs.
6. Proficiency with PC applications including Word and Excel.
7. Solid knowledge of, and commitment to, principles of Equal Employment Opportunity.
8. Ability to perform a range of HR administration processes.
9. Well developed interpersonal and written communication skills.
10. Ability to manage multiple projects and work under pressure.
11. Ability to work as an effective team member, or independently as required.
12. Ability to maintain confidentiality in all circumstances.
13. Physically and mentally capable of completing all the inherent requirements of this position.

Desirable

1. Experience drafting employment agreements or contracts of employment.
2. Experience drafting Human Resource Policies and Procedures.