

Position Description



HR Coordinator

The Role

The HR Coordinator will support the Manager People to provide efficient and effective human resource services to the organisation through the development of policies, systems, and procedures.

Position Title	HR Coordinator
Classification	Band 3 Level 3
Employment Type	Permanent, Full time
Directorate*	Office of the CEO
Primary Location*	Moama
Reports To*	Manager People
Supervises*	HR Administration Officer

*may change over time depending on organisational requirements

Position Benefits

- 9-day fortnight
- Four (4) weeks annual leave per year
- Generous Long Service Leave provisions
- 10.5% Superannuation
- Salary Sacrificing opportunities (includes remote area benefits)
- Uniform allowance as per current Council policy
- Employee Assistance Program (EAP)
- Learning and Development Program

Council overview

Murray River Council is an exciting place to work, live and play. Located in the Southern Riverina and bordering Victoria our Council is situated among majestic sweeping plains, magnificent red gum forests and is surrounded by the mighty River Murray and its tributaries.

With an area covering 11,865 square kilometres, where over 11,887 people call home there are opportunities to enjoy a vast and growing region.

Council provides exciting opportunities for innovative, customer focussed individuals to be part of a modern, dynamic organisation that serves its community well.

Council vision and values

Murray River Council's vision is to enable a healthy, liveable, and prosperous community.

Our mission is to work with each of our unique communities to foster economic growth and prosperity, support community health and wellbeing, and protect and enhance our environment.

While planning effectively for the future to ensure appropriate infrastructure and services that will support quality lifestyles and provide recreational opportunities for our Murray River community (for all ages).

We have four core values that drive us and our behaviours.

Murray River Council values and behaviours

Collaboration



We achieve our goals through collaboration.

Responsibility



We take responsibility of our contribution to servicing our community.

Integrity



We act with integrity.

Excellence



We demonstrate excellence by delivering our best.

Our behaviours – how we demonstrate the above values

I build trust by sharing information professionally and appropriately.
I pitch in to help the team.
I seek out the expertise of others.
I build effective relationships.

I follow through on decisions.
I see things through.
I step up when action is required.
I make timely decisions based on the evidence.

I am honest and trustworthy.
I am consistent and fair in what I say and do.
We value the rights, cultures, difference and dignity of all those within our community.

I adapt to change.
I use creativity and initiative to do my job.
I keep learning to meet current and future needs.
I seek out diverse views.
I look for solutions.
I will celebrate success.

Organisational Expectations

As a member of the Murray River Council Team, we expect you to respect and undertake the following activities:

Vision, Mission, Values	<ul style="list-style-type: none">• Abide by and actively live Council's Vision, Mission and Values.
Dignity & Respect	<ul style="list-style-type: none">• Treat everyone in the workplace and community the way you would like to be treated, with kindness and courtesy. Ensure this is a part of every interaction you have.
Work, Health & Safety	<ul style="list-style-type: none">• Adhere to relevant Work, Health & Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan.
Risk Management	<ul style="list-style-type: none">• Read, understand and comply with conditions as set out in the Risk Management Policy and undertaken all relevant risk management training.
Records Management	<ul style="list-style-type: none">• Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at Murray River Council in the Corporate Record Management system.
Customer Service & Communication	<ul style="list-style-type: none">• Ensure a high level of customer service through effective and efficient use of equipment.• Liaise with internal and external service providers and always represent Council in a positive and professional manner.• Commitment to meeting the needs of the customers (internal or external).
Code of Conduct & EEO	<ul style="list-style-type: none">• Encourage and promote behaviours consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment.
Teamwork	<ul style="list-style-type: none">• Treat all colleagues professionally and respectfully at all times.• Support other Department activities as required by Murray River Council's Delivery Plan.
Report writing	<ul style="list-style-type: none">• Contribute to, complete or update Monthly Operational Reporting (MOR) as required.• Contribute to additional reporting as required.

Key Accountabilities

Accountabilities align to the key services council must provide both internally and externally.
At MRC we have defined the accountabilities for each area into S, B, P & O Accountabilities;

S – Strategic Accountability Holder. Strategy, Concept, Direction

B – Business Manager Accountability Holder. Development, Planning and Business Management

P – Projects Accountability Holder. Projects, Implementation with Fixed Start/End Date

O – Operationalising Accountability Holder. Doing, Delivery, Finalisation, Ongoing.

SBPO	ACCOUNTABILITIES
B	Onboarding and Induction management
B	Workcover and RTW management
B	Staff professional Registration/Accreditation and Membership
B	Uniforms
o	Recruitment and Selection
o	Onboarding and Induction Service delivery
o	Coordination (and delivery) of staff education program
O	Return to work and claims management
o	Employee relations service delivery
o	Organisational Development processes

Principal Role Responsibilities

At MRC, responsibility focuses on defined roles and processes that must be in place to achieve a accountability.

This role will be responsible for the following:

- Effective administration of recruitment and selection processes.
- Assisting in the Organisational Development responsibilities by strategically partnering with leaders to provide specialist advice about culture, engagement, and organisational development strategies.
- Arrangement of training and professional development programs are carried out effectively.
- Assists the administration, development and implementation of Murray River Shire Council's human resources function, including the Staff Handbook, policies and procedures and position descriptions.
- Assists in providing support for the full range of human resources functions across Council.
- Develop and maintain staff demographic data records for Council's Workforce Management Strategy and reporting functions.
- Assists in researching and implementing human resource activities, training and development, recruitment policies, procedures, and implementation.

- Ensures confidentiality and compliance with legislative requirements.
- Provides support to the functions of Workplace Health and Safety, Workers Compensation and Return to Work.
- Provides administrative assistance to the WHS Risk Management Officer. Assist in the maintenance of Council's WHSMS.
- Oversees the administration of training sessions and facilities, attendance and if necessary, catering, room set up and provision/operation.
- Contributes to achieving organisational goals, participate in professional training and development, actively contribute to ongoing improvements in procedures.
- Assists with the development and implementation of the Business Excellence Framework.
- Administrates the arrangement of staff skills performance reviews and appraisal processes, development and training.
- Promotes a friendly work environment that celebrates achievements.
- Other duties as directed by the Manager – People (HR) .

2. Records Management

- Maintain accurate Personnel and Recruitment files, and Human Resource records. Ensuring that all information is captured within Council's information management system and hard filing system, adhering to record keeping policies and procedures.
- Coordinate with the Records Coordinator, in relation to Human Resource records for destruction in line with legislative requirements.

The incumbent can expect to be allocated duties not specifically mentioned in the documents, but within the capacity, qualification and experience normally expected from persons occupying positions at this classification and the Local Government (State) Award 2022.

Key Relationships

Key Internal Relationships

MRC Executive Leadership Team	Establish positive working relationships with Executive Leadership Team. Responding to requests within a timely manner. Work collaboratively within the team.
MRC Leadership Team	Achievement of key performance indicators (KPI's) and accountabilities as identified in position description and performance reviews. Work collaboratively within the team.
Council Departments	Establish positive working relationships with internal community and customers
Direct Reports	Administration Officer

Key External Relationships

External Stakeholders and Committees	Represent Council and provide high standard of excellence and professionalism to all stakeholders.
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Customers	Represent Council and provide high standard of excellence and professionalism to all customers and community members. Address community members as required and liaise for Civic events.
Other Government Agencies	Liaise with other Government agencies as required for the purpose of assisting CEO, Directors, Mayor, Councillors, and other Council staff in fulfilling a requirement with such agencies

Key Selection Criteria

Role specific

Mandatory Skills and Experience	Desirable Skills and Experience
<ul style="list-style-type: none"> Minimum Diploma in HR Management/Business or equivalent 	
<ul style="list-style-type: none"> Demonstrated experience in the coordination of Human Resources functions including recruitment and selection and the administration of training plans and performance appraisal processes 	
<ul style="list-style-type: none"> Demonstrated experience and sound understanding of the legislative and industrial framework that applies to human resources management 	
<ul style="list-style-type: none"> A working knowledge of the roles and responsibilities set out in the Workplace Health and Safety Act and the principles of the EEO Act 	
<ul style="list-style-type: none"> Ability to relate to and communicate with people at all levels to navigate complex change initiatives, drive engagement and achieve a positive workplace culture 	
<ul style="list-style-type: none"> Demonstrated commitment to workplace practices that value and encourage continual improvement, innovation, creativity, and professional development. 	
<ul style="list-style-type: none"> Excellent oral and written communication skills with the ability to simplify complex and often technical issues when dealing with internal customers or preparing documentation or drafting advice for Council, local government authorities, regulators and the community. 	

General skills

- Outstanding written and verbal communication skills, including the ability to communicate, negotiate and resolve conflict with a wide range of stakeholders; and establish and maintain effective professional relationships with internal customers across all levels of Council.
- Well-developed organisational skills with the ability and willingness to adapt within a team environment of fluctuating workloads and changing priorities in order to meet operational outcomes.
- Ability to work independently with minimal supervision, whilst managing tasks and priorities.
- Demonstrated experience in Microsoft Office 365 including Outlook, Word, Excel and willingness to learn additional programs as require.
- Demonstrated effective time management and prioritisation skills with the ability to balance competing workloads and deliver within deadlines.
- Demonstrated problem solving and decision-making skills.
- Thorough understanding of and adherence to Workplace Health and Safety legislation.

Certificates & Certifications

- Current Driver's Licence
- National Police Check
- Pre-employment Medical
- Australian citizenship or residency

Employee Name		Manager Name	Rod Schubert
Employee Signature		Manager Sign	
Date		Date	

Director Name	Terry Dodds	HR reviewer	
Director Signature		HR reviewer Signature	
Date		Date	