



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Human Resources Manager

1. **TITLE and POSITION NUMBER:** Human Resources Manager (048)
2. **LEVEL:** Level 10/11 as per the [LGIA 2020](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).
3. **TERM:** Permanent
4. **DEPARTMENT/SECTION:** Office of the CEO
5. **POSITION OBJECTIVES**
The Human Resources (HR) Manager is responsible for providing support and advice to Executive staff, Managers, Supervisors, Coordinators and other employees on HR matters.

This includes assisting with recruitment, on and off boarding, employee relations, compliance, and HR policy enforcement. The HR Manager ensures smooth HR operations, promotes a positive work environment, and helps ensure the Shire's HR practices align with all relevant compliances.

6. EXPERIENCE, KNOWLEDGE and SKILLS

- High quality communication skills that result in effective communication with a broad range of people internal and external to the Shire, including the proven ability to communicate human resource advice and concepts clearly.
- Demonstrated interpersonal skills to facilitate interaction, cooperation and trust with relevant stakeholders to achieve desired outcomes and establish and maintain strong and productive relationships.
- Well developed computer literacy skills.
- Time management and organisational skills.
- Ability to work independently and as part of a team.
- Ability to complete all work to a high standard, with high level attention to detail.
- Sound problem solving and conflict resolution skills.
- Demonstrated ability to maintain confidentiality at all times.
- Proven experience enhancing processes and practices.
- Thorough understanding of contemporary HR practices and procedures.
- Experience with Enterprise Agreement drafting and negotiations.
- Experience with on-boarding and off-boarding staff members, including management of workers compensation applications and performance management processes.
- Developed negotiation and mediation skills.
- Proven experience in interpreting and applying awards and certified agreements and employee entitlements.
- Proven experience in adding value to the team, Directorate and organisation while working independently under broad direction and strict deadlines.

QUALIFICATIONS

- Formal Human Resources qualification or extensive experience in a similar role is required.
- 'C' Class driver's licence.

7. KEY DUTIES/RESPONSIBILITIES

The staff member will be required to provide direction, support and advice efficiently and effectively in all areas of Human Resources (HR) including but not limited to the areas of recruitment and selection, learning and development, performance management and reviews, grievances and dispute resolution and change management, consistent with legislation, Council policies and organisational directives, procedures and work instructions. These duties will include:

- Develop, review and maintain all Human Resources and Recruitment templates, forms, policies, procedures and work instructions regularly to ensure compliance with legislation.
- Ensure confidentiality of all sensitive HR information.
- Act as a point of contact for employees' questions or concerns regarding HR issues.
- Undertake all recruitment processes, including writing and reviewing position descriptions, advertisements and classifications.
- Liaise with relevant staff throughout recruitment processes to provide advice, support and templates.
- Ensure all paperwork and processes are accurately completed throughout recruitment processes and filed in the Shire's recordkeeping systems.
- Complete reference checks for potential new employees and provide these documents to relevant panel members.
- Act as a panel member on recruitment processes (where possible).
- Draft all staff Appointment Letters and provide to the CEO for sign off.
- Liaise with new employees to ensure all relevant paperwork is signed and filed.
- Ensure all staff onboarding (including site/role specific inductions) and offboarding processes are completed, with all paperwork signed by the relevant staff members.
- Book new employee pre-employment medical assessments and arrange for creation of purchase orders to cover the cost of these.
- Ensure all new staff are provided with relevant online learning links for completion, including but not limited to, Employee Induction and Code of Conduct modules and relevant WALGA training. Follow up with necessary staff members who have not completed training as requested.
- Organise and run regular Accountable and Ethical Decision Making Training for all staff across the organisation.
- Assist with the completion of training by staff, including sourcing opportunities in Perth and organising courses in Merredin.
- In collaboration with the Executive Manager Corporate Services, complete annual WALGA Salary and Workforce Survey, Equal Employment Opportunity Annual Collection and all other annual data collection requests received relating to Human Resources or WHS.
- Review and update Equal Employment Opportunity Management Plan in collaboration with the Executive Leadership Team.
- Run disciplinary processes, liaising with relevant Executive staff, WALGA Employee Relations and any other stakeholders and provide advice on the processes to be followed.

- Attend disciplinary meetings alongside the relevant Executive Manager.
- Draft correspondence for the review of Executive Staff and the CEO in relation to disciplinary and performance issues across the organisation.
- Manage staff grievances, and where necessary, complete investigations, providing feedback to relevant parties throughout the process.
- Manage Workers Compensation claims, liaising with the Executive Manager Corporate Services.
- Coordinate staff health and wellbeing programs including annual skin screens, flu shots, health assessments, hearing screens and the Employee Assistance Program (EAP).
- Coordinate random drug and alcohol testing as required.
- Maintain the organisation training register, notifying the relevant senior staff members when tickets/ licenses are due to expire.
- Maintain a calendar listing of due dates of all probation reviews and annual performance reviews and notify the relevant Executive/ Manager/ Supervisor/ Coordinator of upcoming meetings required, including providing relevant paperwork for completion.
- Draft resignation acknowledgements for review and sign off by the CEO.
- Provide resignation acknowledgements and exit surveys to all staff exiting the organisation.
- Review and log data from exit surveys and provide this to the Executive Leadership Team.
- Collect and collate workforce data for use in the review and update of the EEO Management Plan, Workforce Plan and any other relevant Shire documents.
- Draft staff lease/ tenancy agreements where required.
- Draft, review, maintain and monitor Enterprise Agreements within the organisation.
- Lead negotiations with unions in regards to Enterprise Agreements.
- Seek relevant HR advice as required, including from the WALGA Employee Relations Team, in relation to all aspects of HR in the organisation.
- Assist in embedding a safety culture and safety systems among staff which represents a best practice and pro-active approach to the management of safety, health and wellbeing within the organisation.
- Liaise with the relevant Executive Manager and CEO on Work Health and Safety actions arising from WHS Committee Meetings.
- Attend WHS meetings and draft Agenda and Minutes when required.
- Monitor relevant WHS and Human Resources Legislation and ensure the Shire's practices meet requirements, including supporting payroll to ensure best practice.
- All other duties from time to time as requested by the Chief Executive Officer.

8. ORGANISATIONAL RELATIONSHIPS

Responsible to: Chief Executive Officer

Supervision of: Nil

Internal and External Liaison

Internal: Executive Manager Corporate Services
Executive Manager Strategy and Community
Executive Manager Infrastructure Services
Other Shire Staff

External: Councillors
WALGA

9. EXTENT OF AUTHORITY

Operates under the direction of the Chief Executive Officer within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and all other relevant legislation. Operates in accordance with delegated authority as assigned by the Chief Executive Officer.

10. SELECTION CRITERIA

Essential

- Relevant qualifications in Human Resource Management.
- Demonstrated self-management skills, including effective time management and organisational skills with the ability to work under pressure.
- Excellent interpersonal and communication skills including the ability to liaise with a diverse range of people.
- Demonstrated ability to maintain confidentiality and operate in an ethical manner.
- Ability to effectively plan and prioritise actions to achieve outcomes.
- Experience in completing end to end recruitment processes, including development of position descriptions and contracts, onboarding and offboarding.
- Experience in conflict resolution and mediation.
- Experience with managing complex HR issues, including Enterprise Agreement negotiations.
- Current WA C Class drivers' licence.

Desirable

- Knowledge of the working of Local Government and protocols that must be followed.
- Knowledge of the Shire's organisational structure and functions.
- Work Health and Safety training

11. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance and Pre-employment Medical Examination, including drug and alcohol test, as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms will be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.

- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022 along with the Shire’s Work Health and Safety Policy.
- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

<i>Current Employee</i>	Employee Signature:	Date:
<i>Current Manager</i>	Manager Signature:	Date:
<i>Chief Executive Officer</i>	CEO Signature:	Date: