

# Senior Human Resources Officer

## Position Outline

<b>Position</b>	Senior Human Resources Officer
<b>Work Location</b>	23 West Street, Council's Administration Building
<b>Directorate</b>	Corporate Services
<b>Section</b>	Human Resources
<b>Reports to</b>	Manager, People, Culture and Safety
<b>Annual Salary Band</b>	\$87,570.00 - \$91,031.00 per annum
<b>Classification</b>	Level 5, Mount Isa City Council Certified Agreement 2018
<b>Engagement Type</b>	Full-Time, Ongoing

### POSITION OBJECTIVE

The purpose of this position is to provide effective and efficient HR generalist advice to management and employees across the organisation on HR matters. Under the guidance of the Manager, People, Culture and Safety, this role will be responsible for providing support to Directors, Managers, line management and employees. You will have an operational focus on all aspects of the employee life cycle – from recruiting and onboarding through to departure. Working closely with the Manager, People, Culture & Safety, you will provide high quality advice and assistance to leaders and employee across all aspects of human resources, including recruitment, remuneration, management performance, learning, employment relations and industrial relations.


### POSITION REQUIREMENTS

- Qualifications in Human Resource Management or relevant experience and knowledge in HR/IR environment.
- Sound knowledge of and experience interpreting and applying certified agreements, awards, and legislation, and policy.
- Experience in providing advice to internal and external stakeholders on a broad range of HR/IR matters and effective, tactical “people” management experience, and skills delivering to a multi-disciplinary workforce.
- Strong communication skills, with a proven ability to generate relevant high-quality documentation and correspondence.
- Proven project management skills with a track record of on time and on budget delivery.

### KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

- Provision of timely, accurate and relevant HR advice and support to Managers, teams, individual employees and stakeholders.
- HR administration and project work across all aspects of the HR lifecycle as required.
- Providing accurate advice and guidance to leaders and employees on legislation, policy, procedures and systems relating to the HR function with the ability to offer a wide range of contemporary HR solutions and sound recommendations to management in relation to issues that arise.

- 
- Maintaining and building positive working relationships with external/internal customers and leaders.
  - Providing advice and support to leaders in dealing with employee grievances, workplace performance and disciplinary matters.
  - Lead and assist with the administration of workplace investigations as directed.
  - Provide advice on organisational development, including assisting in identification of learning needs.
  - Supervise and manage HR Officer and HR Administration Officer.
  - Working with leaders, assisting in the Workforce Planning activities, industry advice, and establishment as required.
  - Support the development of the Employee Lifecycle Strategy and deliver these initiatives for the respective period.
  - Review job classification as schedule or required.
  - Create, review and update HR policies and procedures as scheduled or required.
  - Ensure all documentation is legally compliant and align with current policy.
  - Established and maintain employment agreements and position descriptions for all employees.
  - Follow any other lawful and reasonable directives provided by your Supervisor or more senior officer.
  - Council reserves the right to change these duties at any time.

#### **KEY PERFORMANCE INDICATORS**

---

- Timely and appropriate response and delivery of requested correspondence, advice, tasks, or recommendations.
- Effective and accurate communication of complex HR/IR and local government legislation.
- Provision of appropriate and useful recommendations and solutions to complex IR/HR and local government matters.
- Recruitment activities performed and achieved within the specified timeframes.
- Learning & development activities are maintained with reports / invoices submitted on time.
- Ability to effectively manage multiple competing priorities and tasks.

#### **WORK HEALTH AND SAFETY**

---

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

## WHAT'S IN IT FOR YOU?

---

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

## WE AT ISA...

---

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

## HOW TO APPLY

---

### What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge, and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

### Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on [hr@mountisa.qld.gov.au](mailto:hr@mountisa.qld.gov.au)
- *Both word and PDF are accepted file formats.*

### Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

<b>Creation Date</b>	29 May 2013
<b>Reviewed Date</b>	8 December 2023
<b>Contact</b>	Human Resources 07 4747 3389
<b>Closing date</b>	30 August 2024