

POSITION DESCRIPTION



Date: 06 September 2024

1. Position Identification

Title:	Human Resources and Workplace Health & Safety (HR & WHS) Officer				
Position Number:	PE.RE.141	Level:	6/7	Agreement:	Shire of Exmouth Enterprise Agreement 2017
Department:	Organisational Development				
Section:	Human Resources/Work Health and Safety				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Executive Manager Organisational Development
Direct Reports:	Nil

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

Reporting to the Executive Manager Organisational Development, the Human Resources and Work Health and Safety Officer (HR & WHS Officer) plays a key role in delivering effective and compliant generalist HR/WHs advisory and administration services to both internal and external stakeholders.

5. Key Objectives

Under direction from the Executive Manager Organisational Development, this role will work in accordance with relevant legislation and implement Shire policies and organisational directives and work instructions, including coordinating a range of HR/WHS programs and activities, and coordinating training, learning and development and performance management and reviews.

This position will be required to deliver high quality customer service, build strong working relationships across the organisation and positively promote the organisation at all times.

6. Key Responsibilities

The HR/WHS Officer is primarily responsible for:

Human Resources

- Providing direction, support and advice consistent with Shire approved policies and organisational directives and work instructions, in all areas of Human Resources (HR) including but not limited to the areas of;
 - Learning and development,
 - Performance management and reviews,
 - Recruitment and selection,
 - Grievances and dispute resolution; and
 - Change management, consistent with legislation,
 - Council approved policies, and Shire organisational directives and work instructions;
- Monitoring relevant legislation and ensuring that the Shire's HR/WHS practices meet requirements;
- Monitoring role requirements, training needs and certification requirements across the Shire and ensuring these records are maintained.
- Coordinate the implementation of the Performance Development Review process across the Shire.
- Ensure training and learning and development objectives identified in PDRs are recorded, implemented and monitored.

Workplace Health and Safety

- Assist with maintenance of appropriate risk, compliance and quality management policies and practices.
- Undertake any project tasks as directed by the Coordinator WHS.
- Utilise the MYOSH system for all WHS and HR record keeping.
- Assist in the implementation of the Shire's training needs and gap analysis
- Ensure that all WHS policies & procedures are up to date and reviewed on a timely manner.
- Maintaining WHS representative register (Fire Wardens, First Aiders etc).
- Maintaining relevant WHS and HR records, information and databases to ensure accuracy and availability of information where required;
- Assisting in the coordination of all aspects of the employee lifecycle including the end to end recruitment process, induction and termination;
- Providing in-house training and workshops to assist others in understanding WHS requirements where appropriate;
- Ensuring that confidentiality with respect to all HR/WHS processes and information is maintained at all times;
- Positively fostering and promoting and a performance based and collaborative culture;
- Undertake and assist with activities within the broader team as required;
- Any other duties as directed by the Executive Manager Organisational Development and/or direct supervisor within known skills, knowledge and capabilities.

7. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

8. Qualifications and Work Experience

Essential

- Tertiary or Diploma qualifications in business, human resources, health and safety or related discipline.
- Demonstrated experience in the delivery of generalist human resource or health and safety services.
- Demonstrated ability to maintain a high degree of confidentiality.
- Well developed written and verbal communication skills with experience in drafting reports, advice and correspondence.
- Experience in the collection and analysis of data.
- Strong organisational skills and the ability to juggle a range of activities.
- High level of computer literacy across a variety of programs including MS Office, MYOSH, Synergy (or similar).
- Demonstrated knowledge and application of Australian employment legislation and the ability to interpret Awards and Agreements.
- Experience in the application of HR policies, procedures and processes.
- Ability to demonstrate and support the values of the Shire of Exmouth.

Desirable

- Local Government experience.

Mandatory Requirements

- Hold a current national "C" class driver's licence.
- Valid permanent Australian Work Rights.

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.