HUMAN RESOURCES SYSTEMS OFFICER
POSITION DESCRIPTION

POSITION NO: 1995/20141065
DIRECTORATE: Corporate Strategies
BRANCH: Organisation Development
UNIT: Human Resources
STATUS: Temporary Fulltime – 12 months
CLASSIFICATION: Band 4
OCCUPANT: Vacant
LOCATION: Civic Centre
DATE: 24 November 2014

POSITION CONTEXT & OBJECTIVE(S):

The Warrnambool City Council has a workforce of approximately 720 staff and provides a diverse range of services to the citizens of Warrnambool. The Human Resources Unit is within the Organisation Development Branch of the Corporate Strategies Directorate.

The Human Resources Unit’s emphasis is on excellent customer service and providing a high level of support, guidance and advice to all levels of the organisation in managing their human resource needs.

The Human Resources Systems Officer provides timely, accurate advice, education information and support to management and staff on a range of Human Resources (HR) Management however predominantly the position will analyse and maintain the integrity of the Human Resource Information System (HRIS) Technology One and provide support to the unit.

KEY RESPONSIBILITIES AND DUTIES:

The Human Resources Systems Officer is responsible and accountable for tasks including, but not limited to:

1. Analyse and maintain the integrity of the Human Resource Information System (HRIS)
2. Maintenance of Technology One HR/Payroll system, testing, amending and updating as required.
3. Maintenance of Human Resource and position number registers as directed.
4. Provide accurate information regarding HR/Payroll to employees and managers.
5. Assist the Manager and HR Coordinator with the provision of an accurate, effective and efficient reporting cycle.
6. Identify and implement business process improvements within the unit.
7. Facilitate new employee information and maintenance to the Payroll Unit.
8. Assist with the administration, automation and maintenance of the staff performance review process.
10. Preparation and analysis of complex HR/Payroll Metric/statistical data and dashboards to support the reporting requirements of a Human Resource Unit.
11. In conjunction with the Payroll Unit investigate, develop and implement work practices and procedures that further enhance the efficiency of the HR/Payroll function and Online Self Service.
12. General administrative and clerical duties to support the department.

**ORGANISATIONAL RESPONSIBILITIES**

The organisation responsibilities of this position are outlined in the “General Conditions of Employment” (attached to this position description).

**CHECKS:**

The incumbent must have and maintain a current Fit2Work (Police Records).

☐/☒ YES

**OTHER DUTIES:**

Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the Warrnambool City Council Enterprise Agreement.

**ORGANISATIONAL RELATIONSHIPS:**

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Human Resources Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervises:</td>
<td>Nil</td>
</tr>
<tr>
<td>Internal Contacts:</td>
<td>All Council Staff</td>
</tr>
<tr>
<td>External Contacts:</td>
<td>Public, Government Authorities, Employer Organisations; Educational Institutions.</td>
</tr>
</tbody>
</table>

**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Free to act within clear policies and procedures but advice and guidance is always available.
- Position is required to liaise with staff at all levels in the organisation.
- Accountable for the timely administration of duties and functions as outlined.

**JUDGEMENT AND DECISION MAKING:**

- Judgement and decisions are made within the framework of a understanding of Council’s HR / OD policies and objectives.
- Able to make decisions within the area of responsibility, with guidance and advice always available from the Human Resources Coordinator and Manager Organisation Development.
- Expected to contribute to the content of Human Resources and Organisational Development strategies, policies and procedures.
- Will be required to develop new ways of approaching tasks with automation.

**SPECIALIST KNOWLEDGE AND SKILLS:**

The following knowledge and skills are required to be utilised:

- High level skills in the analysis and interpretation of complex data.
- Highly proficient in the use of Microsoft Office programs.
- Highly proficient in the use of databases and data interrogation.
- High level skills in using a Human Resources Information system (including payroll).
- Demonstrated ability to exercise initiative in the application of continuous improvement in work practices.
- Understanding of the relevant technology, procedures, practices, acts and regulations and processes used within the HR Unit.
- Commitment to the principle and philosophy of customer service.
MANAGEMENT SKILLS:
The following management skills are required to be utilised:
• Ability to manage time, set priorities and plan workload to meet objectives.
• Ability to work under pressure and meet deadlines within available timeframes.
• A basic knowledge of contemporary human resources practices and ability to provide other employees with guidance where applicable.

INTERPERSONAL SKILLS:
The following interpersonal skills are required to be demonstrated:
• Effective verbal communication and interpersonal skills with the ability to liaise with people at all levels in an accurate and positive manner
• Ability to gain co-operation and assistance from other employees
• Ability to work in a team situation
• Customer service focus and genuine desire to assist team members
• An ability to work effectively within a busy team environment, and also to work unsupervised
• A can-do attitude, flexible and mature approach to work tasks and a willingness to learn

QUALIFICATIONS AND EXPERIENCE:
The following qualifications and experience are required for the position:
• Year 12 or equivalent qualification
• Certificate in Information Technology/Human Resources or equivalent
• Current Drivers Licence for use in Victoria

RELEVANT PHYSICAL RESPONSIBILITIES
Location of work: This position will require working in the following environments:

<table>
<thead>
<tr>
<th>Environment</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoor (office / workshop)</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Outside</td>
<td>X</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Physical activities: The work is likely to require a certain amount of physical activity, such as:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sitting</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Bending</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repetitive hand work</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Heavy lifting (&gt;15kg)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Plant and Equipment: This role involves working with or near plant or equipment:

<table>
<thead>
<tr>
<th>Hazard / Activity</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotating parts</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noisy Environment</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Mobile of moving</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strobe or similar lights</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating plant controls</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazard / Activity</td>
<td>Nil</td>
<td>Light</td>
<td>Average</td>
<td>Constantly</td>
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<tr>
<td>------------------------------------------------</td>
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<tr>
<td>Driving plant or vehicles</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Machinery Vibration</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Ability to distinguish between colours</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Using hand held tools</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Working with irritants, chemicals, fumes and/or dust</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Working in hot surroundings</td>
<td></td>
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<td>X</td>
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</table>

**Other activities**: This role may also include:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Nil</th>
<th>Light</th>
<th>Average</th>
<th>Constantly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talking on the phone</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Direct contact with people</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Working at heights</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Working with animals/ wildlife</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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</table>

**CONDITIONS OF EMPLOYMENT:**

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.

**AGREEMENT:**

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

<table>
<thead>
<tr>
<th>Name (Please print):</th>
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</thead>
<tbody>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
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</tbody>
</table>

**KEY SELECTION CRITERIA:**

Applicants should address the following in their applications

1. Demonstrated strong knowledge to the principles and practice of quality customer service.
2. Understanding of Human Resources/Payroll practices and procedures
3. Experience in maintaining a HRIS system
4. Attention to detail, accuracy and numeracy skills
5. Experience in Data analysis and reporting skills
6. Proficiency in information technology systems.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.
TERMS AND CONDITIONS OF EMPLOYMENT:

The conditions of employment are generally in accordance with the Warrnambool City Council Enterprise Agreement. A copy of this document is available by contacting the Organisation Development Branch.

RESPONSIBILITIES OF ALL WARRNAMBOOL CITY COUNCIL EMPLOYEES:

In addition to the key responsibilities and duties specified in each Position Description, Warrnambool City Council EMPLOYEES MUST:

Staff Conduct and Ethical Standards

- Comply with the Staff Code of Conduct, Council Policy and procedures and any conduct principles for Council employees which may be prescribed in the Act from time to time.
- Not use for their personal gain or knowledge nor disclose any confidential information which may be acquired as a result of special opportunities arising out of their employment by the Council.
- Not make improper use of any information acquired as a result of employment to gain directly or indirectly a pecuniary advantage for himself/herself or for any other person or with intent to cause detriment to the Council.
- Not engage in any private practice (whether or not relating to activities within or outside the municipality) except with the specific permission of the Chief Executive, also being subject to the provisions of the Local Government Act 1989 (the Act).
- Carry out and perform the duties lawfully and to the best of their ability and judgment and to the satisfaction of Council management.
- At all times comply with the terms of the Enterprise Agreement and any Industrial Instrument;
- Devote their whole time and attention to their duties during the hours reasonably required to properly perform their Duties.
- Carry out all lawful instructions and directions of Council management.
- Promote the aims and objectives of the Council.
- Immediately report any actual or potential misconduct (including actual or potential breach of any laws) by any other employee of the Council.
- Disclose to through their line manager any facts, information or circumstances which may give rise to a conflict between the employee’s interests and the interests of the Council.
- At all times comply with the provisions of the Act and any other legislation applying to matters within the scope of the employee’s employment.
- Ensure information obtained through employment with the Warrnambool City Council remains confidential and therefore cannot be discussed with any outside individuals or organisations, without Council consent. The confidentiality of Council information remains binding even following completion of service with the Warrnambool City Council.
Customer Services Standards

- Promote Council’s customer service charter and comply with Warrnambool City Council Customer Performance Standards.
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.
- Ensure accurate and prompt registration of all customer requests within the Warrnambool City Council request system and respond to assigned requests within a prescribed timeframe.
- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.

Occupational Health & Safety/Risk Management

- Comply with all policies, procedures, directions and safe systems of work on Health & Safety; ensuring you behave at all times in a manner so as not to endanger yourselves or any other person (whether that be a colleague, a supplier, a contractor or a member of the public).
- Report all accidents, hazards, near misses and other OHS issues to your immediate supervisor and consult with management through accepted channels.
- Observe and comply with Council’s Risk Management Policy, procedures and processes.

Equal Employment Opportunity and Diversity

- Demonstrate an awareness and understanding of state and federal equal opportunity laws
- Demonstrate commitment and understanding of Access and Equity principles as they relate to provision of government services
- Advocate and foster harmonious, connected communities, recognising the community’s values and celebrated differences through mutual respect, understanding and sense of belonging.

Learning & Development

- Identify training and development needs through Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.
- Participate in employee feedback surveys, continuous improvement, corporate and professional development programs as requested.

Information Technology & Records Management:

- Observe and comply with all applicable laws relevant to Public Records, Council’s Records Management Policy and Council’s IT and electronic resources.
- Ensure effective utilisation of Council’s corporate records management, library and data storage systems.
- Observe and comply with Council’s IT, Computer Use and other electronic resources Policies.
- Not use Council IT systems and electronic resources
  - for excessive or unreasonable personal use;
  - to view or distribute unlawful material, or material which may be regarded as offensive or inappropriate; or
to copy, disclose or use material in breach of the Staff Code of Conduct or your employment agreement.

NB: The Council may at any time access, monitor, log and record any communication or information developed, used, received, stored or transmitted by an employee using the Council’s resources, including Council’s IT Systems. Filtering systems are installed in the Council’s IT Systems which restrict the inward and outward flow of certain types of material, including emails and viruses. Accordingly, some email traffic may be blocked.

By agreeing to the terms of employment, an employee gives consent to the Council to carry out computer surveillance and the Council monitoring the employee’s use of the Council’s IT Systems and electronic resources, either at the Council’s premises or at any other place.

Emergency Management

- As part of the duties associated with this position, you may be expected (within reason) to assist in dealing with an emergency situation, should one arise, affecting the operation of Council and/or the wellbeing of the community

Sustainability

- Incorporate Warrnambool City Council’s sustainability objectives and targets into projects, programs and services.
- Within the the scope of their position complt with sustainable principles when procuring goods and services on behalf of Council.
- Promote and participate in a culture of sustainability.

Warrnambool City Council’s Staff Code of Conduct and other Council policies and procedures are accessible to employees via Council’s intranet (Noticeboard) or by contacting Human Resources.

ANNUAL STAFF PERFORMANCE REVIEW PROCESS

Staff participate in an Annual Staff Performance Review which is undertaken in June/September. The Review comprises as a minimum assessment of the following:

- Meeting of established performance objectives.
- Acquisition and satisfactory utilisation of new or enhanced skills.
- Satisfactory service according to Council criteria.
- Review of salary grading based on adopted remuneration management system.

HOURS OF DUTY:

Hours of duty will be 38 hours per week as negotiated by the Manager. During periods of exceptional demand, hours may be worked outside of general hours of duty.

TENURE:

The tenure of this position is temporary full time commencing on 24 November 2014 and ceasing on 20 November 2015.

MINIMUM EMPLOYMENT PERIOD:

This position is subject to a minimum employment period (6 months qualifying) during which time the employee’s suitability for ongoing employment will be assessed.
**SALARY:**

This position is classified Band 4A with an hourly rate of $26.35 (plus 9.5% superannuation) in accordance with Warrnambool City Council’s Enterprise Agreement, Part B-Award.

**LEAVE ENTITLEMENTS:**

Annual leave is four weeks per annum. Long service leave is pro-rata after 7 years service. Sick leave is twelve days per annum on full pay (cumulative). Entitlements are pro-rata for part-time employees.

*Please note leave entitlements are not available to those employees who are paid a loading in lieu of sick leave and annual leave.*

**SUPERANNUATION:**

The Council is required to make a statutory contribution to the scheme for the employee’s benefit. The employee may also make a contribution. Since 1st July 2014 the statutory contribution is 9.5% of the annual salary.

The Council’s Enterprise Agreement provides that:

The Warrnambool City Council shall continue to be a participating employer in the Vision Superannuation Fund (the Defined Benefits Scheme and/or LASPLAN) in accordance with the provisions and requirements of the Vision Super Fund Trust Deeds.

The Warrnambool City Council will also be a participating Employer of HESTA and any Registered Nurse may elect to have their Employer’s superannuation funds paid into HESTA.

The Council shall contribute to the above fund(s) in accordance with the Superannuation Guarantee Act 1992, on behalf of each employee.

**RESIGNATION/TERMINATION:**

Subject to the provisions of the Local Government Act 1989 and Warrnambool City Council’s Enterprise Agreement, termination of employment shall be effected by notice in writing by either party.

**SMOKING:**

Smoking is not permitted in or close to Council owned and/or managed buildings and also in Council vehicles, including plant.

**EMPLOYEE BENEFITS:**

Council provides support and facilities to enable staff to achieve a realistic work and life balance. In particular we offer the follow employee benefits (many of which are part of Council’s Enterprise Agreement):

- Training and career development opportunities including study assistance
- Salary sacrifice arrangements (superannuation and pool/gym membership)
- Flexible leave and work arrangements
- Paid maternity and paternity leave
- Corporate Health & Wellbeing Program
- Corporate Health Insurance Program
- Active Social Club
- Employee Assistance Program – free counselling and support
- Discounted pool/gym memberships

**APPLICATIONS:**

Applications close **5.00 P.M. FRIDAY 31 OCTOBER 2014**

Applications can be forwarded to the following postal address:

**Recruitment - Human Resources Unit**
Warrnambool City Council  
P.O. Box 198  
Warrnambool 3280

Or e-mailed to: hr@warrnambool.vic.gov.au

All applicants are requested to include the following details in their application:

**Personal:**
Full name, address and telephone number.

**Educational:**
Qualifications held, including date of issue.

**Experience:**
Full details of past experience, including the present position held.

**References:**
At least two professional referees should be nominated, together with details of their current positions and phone numbers on which they may be contacted. No contact will be made with these referees without prior approval of the applicant.

**Privacy Act Information**

The personal information requested in your application is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and/or correction should be made to the responsible officer and/or the Privacy Officer.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Warrnambool City Council Information Privacy Policy and Victorian Information Privacy Act 2000, including the provision of access to that information.

**RIGHT TO WORK IN AUSTRALIA**

You must either be an Australian citizen; or have permanent residence status; or have an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.

**INTERVIEW:**

Applicants should be prepared to attend a personal interview, if required.

**PRE-EMPLOYMENT MEDICAL EXAMINATION / FUNCTION CAPACITY EXAMINATION**
You may be required to undertake a pre-employment medical examination to ensure that you can safely undertake all of the duties and tasks detailed in this Position Description. For some physical or outdoor positions an additional functional capacity examination may be required.

**FIT 2 WORK CHECK (POLICE CHECK) / WORKING WITH CHILDRENS CHECK:**

Applicants may be required to undergo a Fit2 Work Check and/or Working with Children’s Check prior to commencement in a position and may be required (by law or by Council) to maintain and periodically renew their “check” (The requirement will be specified in the Position Description)

**DRIVERS LICENCE:**

Applicants maybe required to hold a current drivers licence (prior to commencement in the position) to fulfil the inherent requirements of this role as specified in the position description.
ENTITLEMENT TO WORKERS' COMPENSATION PURSUANT TO THE ACCIDENT COMPENSATION ACT 1985

PLEASE COMPLETE AND RETURN WITH YOUR APPLICATION

Pursuant to Section 82 of the Accident Compensation Act 1985 as amended by Section 23 of the Accident Compensation (Miscellaneous Amendment) Act 1997;

1. You are advised that the nature of your employment with Warrnambool City Council will be as follows:-(description of job duties).

   Unless stated as detailed in the Position Description

   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

2. You are requested to disclose all pre-existing injuries and diseases of which you are aware and that you expect may be affected by the nature of the employment as so advised in point 1 above.

   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

Please note that Section 82(8) of the Accident Compensation Act 1985 (as amended) will apply if you fail to disclose the information requested or if you make a false or misleading disclosure.

According to Section 82(8), any recurrence, aggravation, acceleration, exacerbation or deterioration of any pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Warrnambool City Council does not entitle you to compensation under the Accident Compensation Act 1985 (as amended).

I acknowledge receipt of this document

___________________________________________

DATED the day of