



JOB APPLICATION PACKAGE – PEOPLE & CULTURE COORDINATOR



About Aqwest

AQWEST is the trading name of the Bunbury Water Corporation

The Bunbury Water Board was formed in 1905 to obtain, treat and distribute water and has served the people of Bunbury for over 100 years. The move away from the historic Bunbury Water Board and the evolution of Aqwest occurred as part of the restructuring process in 1996/97.

Despite the updated image and streamlined structure, the tradition of delivering quality water at reasonable cost to the people of Bunbury continues with Aqwest. We use the latest technology and engineering know-how to produce and deliver high quality water for the expanding Bunbury community.

At Aqwest, we want our people to be creative, to collaborate and have the courage to make decisions, plus have the know-how and initiative to tackle every challenge. Our strength is our people, our diversity, and a work environment where everyone is treated with respect and empowered to grow and succeed in their roles.

Location, Location, Location!

Bunbury is located 175km south of Perth on the beautiful South West coast of Western Australia and has an enviable lifestyle, fantastic climate, nearby wineries, outstanding restaurants and is surrounded by water on three sides, including glorious beaches. It has all the modern entertainment and recreational facilities you would expect in a bustling and growing city. Bunbury has a rich pool of community and culturally diverse activities and is an exciting place to live and work.

Benefits

Short Guide to Employee Benefits

In addition to being a great place to work with great people, Aqwest provides and funds a number of health and welfare benefits to employees.

This short guide provides a summary of the conditions and benefits available at Aqwest.

HEALTH AND WELLBEING	
Flu Vaccinations	Provided annually free of charge to all employees.
Skin Cancer Screenings	Professional skin cancer screening provided annually to employees.
Employee Assistance Program	A fully funded service provided by Aqwest for employees and members of their immediate family to access counselling services. Any employee can access the service. Sessions are limited to four per family unit.
Physiotherapy	On site physiotherapy sessions available weekly
Shower Facilities	Access to shower, change room for employees at the workplace.
Bicycle Racks	Secure racks are available for employees' use.
Parking	Free On-site parking
WORKPLACE	
Induction Program	All new employees participate in a comprehensive Induction Program that covers: <ul style="list-style-type: none"> • Corporate Induction • Safety Induction • Human Resources Induction • Equal Employment Opportunity, Access and Inclusion
Learning & Development	Employee are provided with ongoing learning and development opportunities
Flexible Work Arrangements	Flexible work arrangements to assist employees to balance work and personal life – are by arrangement between Aqwest and employee. Arrangements include: <ul style="list-style-type: none"> • Flexitime, which allows employees to alter start and finish times and have time off for other commitments.
Lunchroom Facilities	Kitchen with full cooking facilities and a communal lunchroom are provided for employees.
Social Club	Aqwest provides a facility for employee payroll deductions of Social Club membership fees. Fees are \$10 per fortnight.
LEAVE	
Annual Leave	Consists of four weeks annual leave paid after twelve months of continuous service. Pro-rata for part-time staff.
Personal Leave	Paid personal leave is available to employees for the following: <ul style="list-style-type: none"> • Illness or injury.

	<ul style="list-style-type: none"> • Caring for immediate family or household members who are ill and require care. • Unexpected emergency affecting the staff member. <p>Personal leave accrues at one day per completed month of service and pro rata for part time staff.</p>
Compassionate Leave	Available in accordance with the Enterprise Agreement and National Employment Standards (NES).
Public Holidays	Paid leave on gazetted Public Holidays:
Additional Leave days	2 additional paid leave days (1 at Easter, 1 at New Year)
Long Service Leave	Employees receive 13 weeks of leave for 10 years of continuous service. An additional 13 weeks is available after each subsequent period of 7 years of continuous service.

Vision and Values

To be an independent, viable, and competitive water utility in the Western Australian water industry.

Our Values



Accountability



Integrity



Respect



Transparency

Employment Conditions

Location	Water Services Centre – 5 MacKinnon Way, Bunbury
Award Conditions	Aqwest Enterprise Agreement 2017
Salary	Level 6, \$89,018 - \$95,767 dependent on experience and/or qualifications Probationary Period – Three (3) months from commencement date
Superannuation	Aqwest pays the superannuation guarantee (9.50%) plus an additional 1%. The 10.50% is paid into a fund of the employee's choice
Qualifications	Tertiary qualifications in Human Resource Management or relevant field and or extensive relevant experience
Hours of Work	76 hours per fortnight plus reasonable overtime

Pre-employment	<p>Applicant(s) may be required to undertake the following;</p> <ol style="list-style-type: none"> 1. Full pre-employment medical assessment 2. Psychometric test 3. Saville Expert Assessment <p>Costs will be met by Aqwest</p>
National Police Clearance	<p>The recommended applicant will be required to provide a current National Police Clearance</p> <p>Cost will be met by Aqwest</p>
Closing Date	<p>4:00pm Friday 2 October 2020</p> <p>Late applications will not be accepted.</p>

How to Apply

Preparing your Application

Aqwest is an equal opportunity employer. All applications for a position will be assessed against the Selection Criteria, shown in the position description.

Only those applicants who specifically address the selection criteria for the position will be considered for an interview.

Your application should include the following documents:

Addressing the Selection Criteria	<p>Please address each element of selection criteria listed in the Position Description as attached. No more than 1 paragraph per criteria.</p> <p>The key is to:</p> <ul style="list-style-type: none"> • Demonstrate capability by providing evidence of how you meet the selection criteria. • Provide specific and relevant details. • Where possible, include an indicator of success or a result.
Covering Letter	<p>The covering letter gives you the opportunity to introduce yourself. Include brief information about your experience and skills. (1 page maximum)</p>
Comprehensive Curriculum Vitae	<p>Your resume (or curriculum vitae) should include your personal details, all relevant work history and education, training courses, qualifications and professional memberships.</p>

When listing your relevant work history, you should start with the current or recent position. You should also include dates/period of employment and duties and responsibilities for each position.

Formal Qualifications

Photocopies of relevant qualification(s) or academic records should be attached to your application. Please do not submit originals.

Referees

You will be requested to provide referee contact details if you are shortlisted for interview.

Applications are to be submitted by email to IPS Management Consultants at careers@ipsau.com.au

Any questions can be directed to Jan Ferraz at IPS Management Consultants:
jan.ferraz@ipsau.com.au, 0439 932 308.

Our Selection Process

Fairness and Equity

Aqwest seeks to build a diverse workforce and is committed to ensuring that our recruitment and selection process is always fair and equitable.

Selection for Interviews

A panel will shortlist applicants for interview. This process may take up to two weeks after the closing date.

If you are selected for an interview, Aqwest will contact you to organise a mutually convenient time to be interviewed. All interview questions will be based on the selection criteria for the position.


During the Interview









Each applicant will be interviewed by the same interview panel and assessed in the same manner.



Interview Outcomes

All candidates will be contacted within a few weeks of the interview.


















Aqwest – Position Description			
Position Title	People & Culture Coordinator	Classification	Level 6
Reports To	General Manager Business Services		

<p>Our Values</p>	 <p>Accountability</p>	 <p>Integrity</p>	 <p>Respect</p>	 <p>Transparency</p>
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Qualifications/Certificates/Licences	Behaviours/Competencies
<ul style="list-style-type: none">  C Class Drivers licence  Relevant tertiary qualifications 	<ul style="list-style-type: none">  Building Relationships  Investigating Issues and Evaluating Problems  Communicating Information  Providing Support  Structuring Tasks  Processing details

Position Objective
<ul style="list-style-type: none">  To coordinate the delivery of people and culture functions within Aqwest and in doing so support leaders and employees in effectively maintaining and developing our workforce culture, relationships, and delivery.  To create and support an efficient, one team approach and structure aligned to the Aqwest corporate vision: <p><i>To be an independent, viable, and competitive water utility in the Western Australian water industry.</i></p>

In this role you will:

-  Develop and deliver the functional requirements of the workforce plan and people and culture frameworks and processes
-  Coordinate internal communications plans to effectively engage all stakeholders
-  Coordinate training and development programs
-  Coordinate employee benefits program including remuneration
-  Coordinate and maintain efficient Human Resource systems and employee databases
-  Provide functional support for Payroll and Occupational Health and Safety (OHS)
-  Provide information and advice on industrial relations matters
-  Provide guidance to team leaders / supervisors and employees
-  Work with external suppliers to deliver strategic people and culture plans and processes
-  Act as Equal Employment Opportunity (EEO) Officer, Grievance Officer and Public Interest Disclosure Officer
-  Implement the EEO and Diversity strategy
-  Coordinate traineeships and work experience programs
-  Coordinate organisational surveys
-  Assist in the preparation of budgets
-  Analyse data and report as required
-  Positively participate in Aqwest processes, policies, working groups and other initiatives
-  The duties contained in this position description are to be used as a guide for the position

Skills/Attributes and Experience (Selection Criteria)

-  Extensive experience as a HR practitioner
-  Extensive experience in recruitment and selection practices
-  Experience in learning and development program management
-  Analytical, reporting and documentation skills
-  Demonstrated knowledge of Fair Work Act, Industrial Instruments, OHS & EEO and other relevant legislation
-  Strong interpersonal and communication skills