

Co-ordinator People and Culture

Level	6/7	
Department	Finance	
Responsible to	Manager Corporate Services	
Supervision of	Administration trainee (when required)	
Relationships	Internal:	All Aqwest Staff
	External:	Contractors, Consultants, Customers, Government Agencies

1 POSITION OBJECTIVES

- Provide Human Resources (HR) support throughout the employee lifecycle.
- Provide HR advice and expertise to support the effective operation and quality of service provided by Aqwest, to help align HR practice with the strategic priorities of Aqwest.
- Monitor and identify Aqwest's training needs and procure training resources as necessary to meet these needs.
- Develop training schedules within the constraints of operational work schedules.

2 KEY DUTIES AND RESPONSIBILITIES

2.1 RECRUITMENT

- Co-ordinate the recruitment process including;
 - Support onboarding and offboarding activities including
 - Prepare and place employment advertisements as required.
 - Attend and assist with interview panels and conduct reference checks as required.
 - drafting and issuing contracts and letters of appointment
 - Arrange pre-employment requirements
 - Complete employee inductions
- Conduct annual reviews of the Staff Induction Manual

2.4 MANAGING PEOPLE

- Co-ordinate the performance review process.
- Prepare, update and maintain job description documentation.
- Provide industrial and employee relations advice and support as required.

2.1 PLANNING

- Co-ordinate the Strategic HR Planning process including:
 - Workforce Planning
 - EEO Workforce and Diversity Strategy
- Maintain and improve HR policies, procedures and manuals.
- Co-ordinate the Enterprise Agreement (EA) process in conjunction with Aqwest Executive Group
- Maintain and update the Hierarchy Chart for Organisational structure.

- Where appropriate, attend and actively contribute to meetings within departments to ensure all human resource issues are identified and addressed.

2.2 TRAINING

- Develop training programs for staff, to provide a structured program for achieving competencies in accordance with Aqwest's training needs.
- Negotiate with training providers to ensure that Aqwest's training needs are met.
- Assist in the preparation of the Budget in relation to training needs
- Assist managers with communicating training and awareness to staff i.e. staff code of conduct, contemporary human resource best practice arrangements etc.
- Assist with the development of and delivery of appropriate employee awareness programs e.g. New or revised policies/procedures.

2.5 CULTURE

- Interpret, integrate and publicise Aqwest's Human Resource practices, procedures and employment obligations to departmental supervisors and managers.
- Deliver the annual Staff Attitudinal Survey and report on results.
- Maintain and promote awareness of the Staff Code of Conduct
- Develop and maintain an Internal Communications Plan for Aqwest
- Co-ordinate the publication of the monthly Staff Newsletter

2.6 GENERAL / OTHER

- Co-ordinate Aqwest's traineeship program and school-based work experience requests
- Administer workers compensation claims and provide injury management advice including Return to Work (RTW) programs
- Supervision of the Administration Trainee.
- Implement and maintain human resources statistics performance indicators
- Assist with the implementation of a new HR system.
- Complete staff uniform issues and annual re-issue.
- Produce human resources returns for Australia Bureau of Statistics and Public-Sector Commission as required.

3 REQUIREMENTS OF THE JOB

3.1 SKILLS

- a) Significant experience in recruitment and selection and staff development and training.
- b) Workers Compensation legislation and procedures.
- c) Interpretation of the Aqwest Enterprise Agreement, Award classifications, contracts of employment and policies.
- d) Developed written and verbal communication and interpersonal skills.
- e) Well-developed time management, interpersonal and organisation skills.
- f) Developed computer literacy, keyboard and numeracy skills.
- g) Ability to work under limited direction and meet deadlines.
- h) High standard of customer service.

3.2 KNOWLEDGE

- a) Knowledge of contemporary issues and practices in general Human Resources Management.
- b) Knowledge and understanding of Equal Employment Opportunity principles.
- c) Aqwest Enterprise Agreement and relevant Industrial Awards.
- d) Applications software.

3.3 EXPERIENCE

- a) Experience in the profession of human resource management in a multidiscipline environment.
- b) Experience in recruitment and selection and staff development and training.
- c) Liaison with internal and external customers.
- d) Computer keyboard operations.
- e) Software applications.

3.4 QUALIFICATIONS AND/OR TRAINING

- a) Tertiary qualification, or working towards, Human Resources Management or equivalent.
- b) Attendance at appropriate seminars and courses.
- c) Participation in ongoing education and training.

4 STATEMENTS OF COMPLIANCE

4.1 OHS REQUIREMENTS

The employee shall take reasonable care:

- a) To ensure his or her own safety and health at work; and
- b) To avoid adversely affecting the safety and health of any other person through any act or omission at work.

The employee shall:

- a) Comply with all Aqwest policies and procedures; and
- b) Wear and maintain in suitable condition all personal protective clothing and equipment provided by Aqwest.

4.2 RECORDS COMPLIANCE STATEMENT

- a) Aqwest staff are legally obliged to follow Aqwest's procedures in accordance with Aqwest's Record Keeping Plan and the State Records Act 2000. Severe penalties apply under Section 78 of the State Records Act 2000 for breaches of an organisation's Record Keeping Plan.

4.3 FINANCIAL MANAGEMENT COMPLIANCE

- a) Incurring and certifying officer, i.e. issuing of orders for various items up to agreed levels in relation to the objectives of the position and the projects for which the position is responsible.

4.4 RISK MANAGEMENT

Identify and report risks and incidents inherent to duties (or otherwise discovered), utilise risk control measures provided for these risks and suggest improvements in risk control methods.

5 SELECTION CRITERIA

5.1 ESSENTIAL:

- a) Minimum of two (2) years' experience in a similar or related position.
- b) Knowledge of contemporary issues and practices in general Human Resource Management.
- c) Tertiary qualification in Human Resource Management or equivalent (or progress towards).
- d) Ability to accurately interpret Enterprise Agreements.
- e) Commitment to customer service excellence.
- f) Highly developed interpersonal, written and verbal skills.
- g) Ability to be flexible and work as part of a progressive team.
- h) Highly developed keyboard, numeracy and literacy skills.
- i) Developed time management skills.
- j) Highly developed problem-solving skills.
- k) General knowledge of Equal Employment Opportunity legislation.

5.2 DESIRABLE:

- a) Awareness of the Corporation's structure and functions.