

POSITION DESCRIPTION

TITLE:	People & Culture Support Officer
CLASSIFICATION:	Band 4
STATUS:	Part Time 0.5 EFT - Permanent
BUSINESS UNIT:	People & Culture
DATE:	February 2018

ORGANISATIONAL CONTEXT

Our vision is that the Cardinia Shire will be developed in a planned manner to enable future generations to enjoy and experience the diverse and distinctive characteristics of our Shire

To undertake this vision successfully we are developing a skilled and professional workforce that embraces our corporate values. The Values help guide us to continue to be a customer-focused organisation that strives to achieve excellence in everything that we do. The Values form the basis of how we behave in the workplace and conduct the business of planning. Our corporate values are:

Teamwork:	We work collaboratively to achieve shared goals
Respect:	We value diversity and appreciate others
Accountability:	We are responsible for our actions and behaviours
Communication:	We communicate openly and share knowledge with others
Customer focus:	We consider the needs of others and make a difference for our community

Council plays an important role in contributing to life in your community by providing many of the services and facilities that residents of all ages access every day. Council provides traditional local government services like local roads, waste management, and planning, building and animal control. But beyond this we provide much more. We work with residents from new born babies, to young people, families and our senior citizens.

Cardinia Shire Council values Gender Equality and does not condone any behaviour outline in our Workplace Behaviors policy. This includes, and is not limited to, discrimination, bullying, family violence, victimisation and breaches of our other workplace policy.

ORGANISATIONAL RELATIONSHIP

Reports to:	Manager HR
Supervises/Direct Reports:	Nil
Internal Liaisons:	All staff and Councillors
External Liaisons:	Maddocks, Meerkin & Apel, Unions, Municipal Association of Victoria (MAV), LGPro, EAP provider and other service providers.

POSITION OBJECTIVES

- Provide support to the in the delivery of a range of human resource activities, processes and procedures in the HR, Payroll & L&OD Teams.
- Assist in delivering a range of HR programs to address workforce issues across Cardinia Shire Council.

Key Responsibilities

- Provide administration support to the delivery of the employment lifecycle events, including and not limited to, payroll, recruitment, performance, training and development, and onboarding activities and ensures a timely and accurate service for clients
- Coordinate the probation and salary increment processes, higher duties and change to employment requests and produce related documentation and identify opportunities to improve these processes for a great employee experience
- Undertake tasks relating to Employment Contract administration including pre-employment checks including health assessments, Police Checks, Working with Children (WWC) checks, and Licenses (various).
- Support Council's Performance Review process and administration of learning management system for staff and management
- Working with the Systems & Reporting Officer, to manage and administer reporting to the leaders, where applicable with a view to identify opportunities to streamline the process.
- Support implementation of Council's Health and Wellbeing program.
- Handle day to day P&C enquiries via telephone and email
- Assist in the timely and accurate processing of new staff onto the relevant HRIS systems
- Provide administration systems support to HR, Payroll and L&OD teams (ie Aurion, Tech One, Sycle, HR Onboard, ELMO) including data entry into these systems and set up of purchase orders and goods receipting
- Maintain communication networks and working relationships to ensure a collaborative approach between P&C and its clients
- Look for opportunities to deliver and implement continuous improvement in achieving operational efficiencies in all areas of work – with the objective of delivering an enhanced employee experience
- Operate as an effective member of the P&C team, and contribute to the achievement of team and unit objectives through achieving set targets
- Take on duties and responsibilities of other P&C staff as required to cover for leave and other absences.
- Identify opportunities for improvement in ABW, HR, Payroll, L&OD programs, policies, and procedures that add value through financial means, a better employee experience, or productivity efficiencies
- Other duties as directed by the Manager HR, Payroll Coordinator, and/or L&OD Lead.
- Act as a role model for the Cardinia Values.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

ACCOUNTABILITY & EXTENT OF AUTHORITY

- Demonstrate personal and professional integrity at all times consistent with the Cardinia Shire Council values
- Be accountable for behaviour and actions.
- Take personal responsibility for the P&C function in meeting role, team and organisational objectives
- Decisions and actions taken are subject to review by the HR Business Partners, Manager HR or L&OD Lead.

JUDGEMENT & DECISION MAKING

- Tasks to be performed may involve selection from a range of existing techniques, systems, equipment, methods or processes in a defined range of recurring work situations.
- Guidance and advice is always available.

SPECIALIST SKILLS & KNOWLEDGE

- Ability to proficiently use the Microsoft Office suite of products and general office equipment.
- Ability to develop and maintain effective relationships with a diverse range of stakeholders to achieve desired outcomes.
- Understanding of People & Culture issues.
- Ability to work with HRIS database and web based systems and process in an administration capacity
- Empathy with the concept of a customer service focus, along with customer service skills.
- Maintain confidentiality
- Demonstrated attention to detail

MANAGEMENT SKILLS

- Ability to plan, organise, and manage time, so that objectives are achieved within a timetable.
- Ability to operate in an environment with demanding workloads and time constraints.
- Ability to work independently yet be an effective member of a multidisciplinary team

INTERPERSONAL SKILLS

- An effective team player.
- Ability to gain the cooperation, assistance and trust of other employees within the organisation.
- Ability to maintain confidentiality at all times.
- Good communication skills.
- Ability to develop options, solve problems and be flexible as required.
- An enthusiastic 'people' person
- A 'can do' attitude, hands on and practical, results orientated

QUALIFICATIONS & EXPERIENCE

- Proven administrative experience (HR experience desirable)
- Relevant qualification or working towards

KEY SELECTION CRITERIA

- Client focussed and with proven ability to provide a timely, accurate administrative support on payroll, human resources, and learning & organisational development
- Possession of good verbal, written communication and interpersonal skills including the ability to liaise with both internal and external stakeholders.
- Ability to demonstrate relevant administration experience, which may include payroll, recruitment and selection activities
- Ability to operate a variety of computerised and web based systems and databases
- Ability to work autonomously and in a team environment with the capacity to manage a competing deadlines

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2017 and Cardinia's policies and procedures.

Tenure

This is a part time permanent position 0.5 EFT

Pre Employment Checks

Appointments are subject to a satisfactory National Police Record, Medical Check, and six (6) month Probation period.