



Schedule 2 – Position Description

Position Title:	Human Resources Officer
Position Number:	
Directorate:	Governance
Team:	People, Safety and Wellness
Position Status:	Fixed Term Contract (2 Years)
Classification Level:	Queensland Local Government Industry (Stream A) Award Level 4
Reports to:	Manager – Human Resources, Safety and Wellness
Location:	Longreach
Revised:	July 2024

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Services

Our Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

Position Objective

The role of the Human Resources Officer will be accountable for day-to-day HR activities and will provide guidance on HR processes, address employee concerns, and facilitate effective communication between employees and management.

The role will also be involved in various consultation and engagement programs related to Council's People, Safety and Wellness projects and initiatives.

Critical to this role are exceptional interpersonal, communication and presentation skills, along with an understanding of how to apply change management strategies. Time management will be required to be effective in meeting the demands of this role.

This role incorporates the responsibility of ensuring the professional provision of service to the workforce is maintained at the highest level and representation at various functions with or on behalf of the Manager.

Position Responsibilities

Functional Area	Key Accountabilities
Employee Communication and Engagement	<ul style="list-style-type: none"> Provide guidance and support to employees on general industrial relations matters, such as application of the Award, Certified Agreement, Council Policies and applicable legislation for employee relation matters. Develop and maintain strong partnerships with Supervisors and Team Leaders across Council's departments to identify and respond to trends, people / performance hotspots and emerging issues and needs. Work with the wider team to identify opportunities where HR can add value to the business to build capability in areas of people management, workforce planning, diversity, culture, and engagement.
Business Administration & Support	<ul style="list-style-type: none"> Ensure that all documentation is accurately processed, administered, and stored in accordance with Council's records management policies and procedures. Provide a support function to the Manager - Human Resources, Safety and Wellness across a broad range of work as directed. Undertake transactional HR tasks including providing advice on the appropriate administration, drafting correspondence and inputting information and/or records into the document management system. Support the wider team with recruitment, selection and on-boarding processes as required. Effectively manage time and prioritise tasks, giving consideration to competing deadlines, tight timeframes, and HR work cycles.
Other	<ul style="list-style-type: none"> Other duties as directed by your supervisor that would generally fall within the scope of this position and are within the skills, capabilities, and competencies of the employee.

Key Interactions

	Role	Relationship
Accountable to:	Manager - Human Resources, Safety and Wellness	The HR Officer has an effective working relationship with the Manager and is responsive to their requests providing timely advice and support.
Supervised by:	Manager - Human Resources, Safety and Wellness	
Works With (Internally)	Supervisors and Team Leaders People, Safety & Wellness Team	The HR Officer will develop strong working relationships with Team Leaders (Supervisors/Team Leader/Leading Hand) and their Team members, to provide effective guidance and coaching in HR processes.



	Other key subject matter experts	
Works With (Externally)	Union Representatives Government Agencies as required. Governing bodies as required	The HR Officer will develop strong working relationships with external providers, supporting productive engagements and positive outcomes for workforce related matters.

Position Requirements

Skills & Attributes

- Ability to demonstrate a commitment to Council's core values through personal action.
- Ability to identify issues, troubleshoot problems, and propose solutions to support operational efficiency and address challenges as they arise.
- Proficiency in managing multiple tasks, schedules, and deadlines effectively to support the smooth operation of business activities.
- Ability to accurately process and maintain records, ensuring compliance with industry regulations and standards.
- Excellent verbal and written communication skills to interact with internal teams, clients, and stakeholders professionally.
- Commitment to delivering high-quality service to internal stakeholders, addressing inquiries and requests promptly.
- Proactive approach to identifying opportunities for process improvement, streamlining administrative procedures, and supporting the overall effectiveness of HR business operations.

Knowledge

- Knowledge and understanding of statutory requirements relevant to industrial relations.
- Knowledge of Council's policies and procedures and relevant Local Government legislation.
- Knowledge of the roles and services function of Council business units.
- Knowledge of best practices for records management.
- Knowledge of Workplace Health & Safety procedures and how to maintain a safe working environment.

Qualifications and Experience

- Current Unrestricted 'C' Class Drivers Licence
- Experience in either a people management or human resources position, or similar relevant role.
- Tertiary Qualification in Human Resources or other relevant field, or ability and willingness to obtain.
- Proficiency in using office productivity software such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant tools for data entry, report generation, and communication.

Delegations and Authorisations

Financial Delegation

A financial delegation of \$15,000.00 is assigned to this position. Please refer to Council's Procurement Policy and Procedure for details of Councils guidelines as per Local Government Act and Regulation.

Extent of Authority:



This position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority/obligation that comes with their powers.

Physical Requirements

Physical Demand Category

- Sedentary Work
 Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
 Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
 Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

Audio-Visual Demands

- Depth Perception
 Colour Discrimination
 Peripheral Vision
 Hearing

Specific Actions Required

This job may include:

Standing/Walking

- None
 Occasional
 1-4 Hours
 4-6 Hours
 6-8 Hours

Sitting

- None
 Occasional
 1-4 Hours
 4-6 Hours
 6-8 Hours

Driving

- None
 Occasional
 1-4 Hours
 4-6 Hours
 6-8 Hours

Work Environment

Attribute	Yes	No
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Repetitive Motions

- Simple Grasping
 Fine Manipulation
 Pushing & Pulling
 Finger Dexterity
 Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and LRC- SMS (Longreach Regional Council's - Safety Management System) incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

Employees of Longreach Regional Council have the following responsibilities for health and safety at work.

- Take reasonable care of their own health and safety and ensure that their actions do not adversely affect the health and safety of others.
- Comply with and follow all reasonable instructions for work health and safety (WHS) and cooperate with all reasonable WHS policies, procedures, guidance, instructions, and directions.
- To not intentionally or recklessly interfere with or misuse any substance or thing provided in the interests of WHS.
- Use Longreach Regional Council's WHS risk management approach, participate in risk assessments and assist in identifying and using control measures to eliminate or minimise WHS risks.
- Ensure safe work practices including operating and maintaining all machinery, equipment and plant in a safe way and holding licences and training where required.
- Report any worn out or defective tools or equipment or problems with tools and equipment.
- Comply with Council's induction and training requirements.
- Participate in meetings, training, consultation and other WHS activities such as inspections, incident investigations, and evacuation drills as required.
- Use, maintain and store personal protective equipment (PPE) in the appropriate manner.
- Be familiar with emergency and evacuation procedures for their work area and comply with instructions given by emergency response, including emergency wardens and first aiders.
- Report all problems with undertaking work, including concerns or signs of injury, discomfort, or ill health, immediately to their manager or supervisor.
- Report any unsafe situation, workplace hazard, injury, incident, or near-miss to their manager or supervisor immediately.
- STOP WORK if it not safe to continue and report concerns to their manager or supervisor.
- Assist in maintaining a high level of housekeeping, cleanliness, and tidiness.
- Undertake tasks as required to enable continuous improvement for WHS management.

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Brett Walsh, Chief Executive Officer
Signature:	
Date:	
Present Incumbent:	Vacant
Signature:	
Date:	