

POSITION DESCRIPTION

Human Resources Generalist
(POS2505, POSxxxx)

Directorate:	Corporate Services	Department:	People and Culture
Position Grade:	12	Reports to:	HR Partnering and Projects Lead
Last review:	March 2023	Next review:	March 2025
		Version No.:	1.1

Position purpose:

To provide a range of business research, analysis, reporting, implementation, and administrative activities to support the development and delivery of business, in line with established operational plans and objectives within the People and Culture (P&C) team.

Key accountabilities/responsibilities:

Responsible for:

- 1) Assist in administrative duties and requirements within the HR function including the preparation of drafts and final formatting of correspondence on behalf of the Chief People Officer including letters, briefs, reports and presentations
- 2) Delivering as part of a team HR project support services for several HR specialists with competing deadlines and delivery outcomes
- 3) Assist with all necessary HR support required for HR Projects, including organisation wide restructuring
- 4) Develop job descriptions, undertake Job Evaluations and Benchmarking
- 5) Providing HR systems support and employee data management
- 6) Provide business and operational support to the People and Development team, including monitoring and reporting on HR metrics, guiding managers on processes to ensure HRIS is accurate whilst maintaining a high standard of confidentiality and privacy.
- 7) Communicate with relevant stakeholders to collate documentation and records regarding relevant issues, policies and practices to ensure compliance with relevant legislation and frameworks.
- 8) Ensuring that all HR services and transactions are made in accordance with awards, agreements, government policy and procedure, and all other legislative requirements.
- 9) Keeping up to date with technical knowledge and best practice HR administrative procedures
- 10) Other support functions as directed by the branch manager

Decisions made in the position:

- 1) Decisions made in accordance with position description and Council's policies and procedures

Decisions referred:

- 1) Decisions relating to job output outside set responsibilities
- 2) Continuous improvement of systems, procedures and their application to the tasks and responsibilities

Key issues/challenges:

- 1) Provision of an efficient and effective service to all customers, both internal and external
- 2) To ensure that timetables are met for all regular reports and indicators
- 3) Working in a changing environment
- 4) Implementing new approaches to Council business

Key working relationships:

- Managers
- P&C Team

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POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary qualification in Human Resources, Business Administration or Organisational Psychology or equivalent experience

Experience

- Demonstrated experience in providing high level administrative support in one or more human resources or related functional areas, including using MS Office and other HRIS.
- Demonstrated relevant experience in performing office administrative duties including preparation of correspondence, report writing, minutes and effective administration systems
- Experience in dealing with internal and external customers
- Proven ability to manage own varied workload balancing competing tasks including highly developed organisational skills

Knowledge and Skills

- Knowledge of HR functions, processes and practices
- Strong customer service focus, along with high level interpersonal skills enabling effective communication with diverse groups of people
- Demonstrated effective organisational and time management skills including the ability to prioritise work to meet deadlines
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Ability to produce work of a high quality and accuracy
- Ability to handle confidential information
- Ability to work both independently and as a member of a team

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Administrative experience within a human resources team

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous