

POSITION DESCRIPTION

Position Title Senior People Operations Advisor	HR1013	Position Level Level 8 – City of Bunbury Employees 2022 Enterprise Agreement	Reports to Manager People and Safety
Role of position Ensuring that the organisation attracts and retains talented employees while aligning HR practices with the strategic goals of the City of Bunbury.			
Accountabilities <ul style="list-style-type: none"> • Design and execute recruitment strategies to attract and hire skilled employees, focusing on diversity and inclusion to reflect the needs of the community. • Implementing performance management systems that align employee goals with organisational objectives, including regular performance appraisals and feedback mechanisms. • Designing competitive compensation and benefits packages that attract and retain talent while ensuring fiscal responsibility and alignment with organisational policies. • Supporting organisational change initiatives, ensuring smooth transitions and minimising disruption to services. • Ensuring Payroll and Business Partner practices and processes comply with local, state, and federal laws and regulations, and managing risks related to employment practices. • Promoting and implementing EEO strategies to create an inclusive workplace that values and respects diverse perspectives and backgrounds. • Coordinate the employee education program delivery to upskill staff on People & Safety policies and procedures i.e management procedures, code of conduct, role expectations etc. • Oversee the Payroll Officer and Business Partners including monthly performance conversations, annual performance review, leave requests and timesheet approvals. • Working with Children Check Registration Officer. • Develop and implement HR system improvements, in partnership with the City's Data & Digital and IT Teams, providing education and communications to internal stakeholders. • Build partnerships with local education providers and other authorities to increase the organisations profile and brand. • Workforce operational planning including budget planning, coordination, administration of the workforce to achieve the organisational objectives. • Employee management including EBA negotiation coordination, employee benefits and rewards. • Oversee the development, governance and communication of P&S related policies and procedures. • Provision of advice to the business and employees on IR practices and laws. • Oversee the delivery and coordination of employment partnership activities to position COB as an employer of choice. • Manage other workers including the administration, education and coordination of the organisation remuneration, leave management, L&D for trainees, admin and coordination of all other workers. • Develop, implement and review talent management and succession plans. 		Internal Relationships <ul style="list-style-type: none"> • All City of Bunbury employees • Organisational Development Team • Organisational Design Team • WHS Team External Relationships <ul style="list-style-type: none"> • Local Government Agencies • General Public Financial Accountabilities and Delegations <ul style="list-style-type: none"> • Acts within established practices. • Purchasing authority limit \$500 Desirable Experience <ul style="list-style-type: none"> • Certificate IV in Training and Assessment • Payroll experience • Previous experience managing Volunteers, Work Experience and/or Trainees • Previous experience in Local Government environment 	
Essential Criteria <ul style="list-style-type: none"> • Degree or equivalent in Human Resources and/or extensive experience in contemporary Human Resource practices, including recruitment and performance management. • Line management experience. • Well-developed knowledge and skills in the interpretation of industrial provisions. • Well-developed communication and interpersonal skills. • Ability to build rapport and confidence with all levels of staff. • Well-developed problem solving and analytical skills. • Demonstrated time management and prioritisation skills. • Well-developed Microsoft Office, Excel and Outlook computer application skills. • Possession of a current National Police Clearance • General knowledge of Equal Employment Opportunity and Diversity Acts. 			

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Mission Statement

Welcoming and Full of Opportunities

Values

Employees at the City of Bunbury observe the following Values in their day to day activities:

We are Community

- We are **one team**
- We keep each other **safe**
- We display **empathy and respect**
- We have **fun** and **celebrate** our successes
- We work together to **achieve** great outcomes

We are Open

- We are **open to opportunities**
- We **actively listen** and think things through
- We are **inclusive** and treat everyone **equally**
- We are **honest** and open in our **communications**
- We are open to feedback to **improve** our performance

We are Brave

- We **lead the change, we own it!**
- We **trust** and **empower** each other
- We have the **difficult conversations early**
- We hold ourselves to the **highest standard**
- We have the **courage** to improve and **simplify**

#WEARECOB

Misconduct

City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.

Employees must;

- Apply accountable and ethical decision making principles within the work environment.
- Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.
- Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003.
- Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO.

Risk Management

- Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

Customer Service

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

Work Health and Safety

Managers/Supervisors must;

- Ensure adherence to WHS policies and procedures.
- Consult and cooperate with workers and WHS representatives on WHS issues.
- Ensure that workers are equipped with the information, instruction, training and supervision that they need to work safely.
- Identify, assess and control hazards within their area of responsibility.
- Encourage early reporting of incidents and forward information to WHS Officer immediately.
- Ensure that workers, volunteers and contractors are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment.
- Develop Safe Work Procedures as required and ensure adherence to procedures.
- Provide PPE as required and ensure workers are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained.
- Maintain relevant knowledge of WHS issues.
- Act as a role model by demonstrating safe work behaviours.

Employees must;

- Take reasonable care to ensure their own health and safety and that of others, as defined in WHS legislation.
- Participate in the development of a healthy and safe workplace.
- Comply with instructions given for their own health and safety and that of others, in adhering to Safe Work Procedures.
- Cooperate with management in its fulfilment of its legislative obligations.
- Report any injury, illness, hazard or near miss immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

Accountable and Ethical Decision Making

- Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Act fairly and justly, abiding by principles of due process and natural justice.
- Be accountable and transparent.
- Do your job effectively and as efficiently as possible.
- Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.
- Declare any potential conflicts of interest.

Signature:

Date: