

Position Description

POSITION TITLE:	Human Resources Officer
DIRECTORETTE:	Office of the General Manager
DEPARTMENT:	Human Resources
CLASSIFICATION:	Band 2 Level 3 Grade 14
POSITION TYPE:	Permanent Full-time
REPORTS TO:	Manager, Human Resources
DATE OF LAST REVIEW:	3 July 2026

PURPOSE OF THE POSITION

The Human Resources Officer is responsible for providing operational HR support and services to ensure compliance with relevant legislation, council policies, and procedures. This role performs day-to-day human resources activities including recruitment, onboarding, records management, training coordination, HR reporting, and general employee support.

SELECTION CRITERIA

Essential

1. Qualifications
 - Diploma in Human Resource Management or equivalent qualification/experience in a similar HR administrative role, or equivalent HRM experience (*see Key Responsibilities*).
2. Human Resources Experience
 - Demonstrated experience in delivering a range of HR services including: recruitment, onboarding, record keeping, and training coordination in a medium-to-large organisation.
3. Knowledge of employment related legislation and local government Award conditions
 - Sound understanding of the NSW Industrial Relations Act, Local Government (State) Award, anti-discrimination laws, and other relevant HR legislation and industrial instruments.
4. Communication and Interpersonal Skills
 - Strong written and verbal communication skills with the ability to liaise effectively and respectfully with staff, management, external stakeholders, and job candidates.
5. Technical Competency
 - Proficiency in the use of Microsoft Office (Word, Excel, Outlook) and HRIS platforms with accurate data entry and records management skills.

6. Confidentiality and Professionalism
 - High level of integrity and ability to maintain confidentiality and discretion when dealing with sensitive HR matters.
7. Teamwork and Initiative
 - Demonstrated ability to work both independently and collaboratively as part of a small team, with a proactive and service-oriented approach.

Desirable

8. Experience in Local Government or Public Sector
 - Previous experience working in a local government or similar public sector environment.
9. Knowledge of WHS and Injury Management/Return-to-Work Processes
 - Familiarity with WHS requirements and the administration of return-to-work or employee assistance programs.

KEY CHALLENGES

- Managing multiple recruitment and administrative tasks within tight deadlines.
- Ensuring accurate interpretation of the Local Government (State) Award (NSW) and Council policies.
- Maintaining confidentiality and discretion when handling sensitive staff information.

KEY RESPONSIBILITIES

Establishment Management

- Administer position establishment (organisation structure)
- Determine position classifications and maintain integrity of internal relativities

Recruitment and Onboarding

- Coordinate end-to-end recruitment processes, including advertising, shortlisting, arranging interviews, reference checks, and issuing employment contracts.
- Facilitate new employee inductions and onboarding programs.

Employee Records & HRIS

- Maintain accurate and confidential employee records in HR information systems and personnel files.
- Ensure data integrity and assist with HR metrics reporting.

Employee Contract Administration

- Prepare offers of employment from standard employment contract templates
- Prepare letters re employment variations (reclassifications)

Payroll and Salary Administration

- Oversee accuracy and timeliness of payroll and leave processing and
- Oversee salary administration and end of financial year processing

Training & Development Administration

- Coordinate corporate training programs, including scheduling, bookings, and record maintenance.
- Track mandatory training completion and assist with workforce development initiatives.

Policy & Compliance Support

- Provide advice to staff and managers on HR policies, procedures, and Award interpretation (within level of competence).
- Support the HR team in ensuring compliance with the Local Government (State) Award, NSW Industrial Relations Act, and other applicable regulations.

General HR Administration

- Draft general correspondence.
- Assist in preparing HR reports, workforce analytics, and return-to-work documentation.
- Act as first point of contact for HR queries, escalating complex matters as required.

OTHER KEY CORPORATE RESPONSIBILITIES

Work Health and Safety	• Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm • Participate in development of safe work methods and risk assessments with your supervisor when required; • Actively participate in WHS inductions and training when required; • Wear personal protective equipment (PPE) in the prescribed manner and when specified; • Participate in workplace inspections if required; • Take care of any plant or equipment of any kind, including computer and other telecommunication devices; • Participate in emergency preparedness training, including any required knowledge for business continuity plans • Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate). • Where required for the position, either by legislation or through Nambucca Valley Council's policies and procedures, maintain all certificates, licences, operative training etc, and advise the General Manager (or delegate) of any change to these, including vehicle licences. • Report all injuries/illnesses to the General Manager (or delegate) immediately; • If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable. • Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).
Council's Policies and Procedures	Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed
Customer Service	Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.
Equal Employment Opportunity	Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure an harassment-free workplace.
Ethical Conduct	Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.
Environmental Protection	Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.

Statutory Obligations	Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
Records Management	Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
Teamwork	Support and promote teamwork through co-operation and communication.

COUNCIL VALUES

Council is committed to creating a workplace where staff demonstrate the following values in our behaviour and conduct:

Professionalism	Show drive and motivation, innovation, risk awareness, an awareness of strengths and weaknesses and a commitment to learning
Accountability	Take responsibility for own actions, act in line with legislation and policy and be open and honest
Community Focus	Commit to delivering customer and community focused services in line with strategic objectives
Teamwork	Be a respectful, inclusive and reliable team member, collaborate with others and value diversity
Safety	Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community
Value for money	Achieve results through efficient use of resources and a commitment to quality outcomes

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Nambucca Valley Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:	Date:
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