COUNCIL OVERVIEW
Working at Wollondilly Shire Council means that you will help to achieve our vision to build a resilient, safe and supported workplace that provides respectful, efficient and effective services for our community now and into the future. All our staff live and role model our Corporate Values of ICARE.

PRIMARY PURPOSE OF THE POSITION
The purpose of this role is to assist with Recruitment and Selection, Learning and Development, Work Health and Safety and Payroll activities within the Employee Relations Team.

KEY ACCOUNTABILITIES
1. Assist with end to end recruitment and selection activities and new employee on-boarding.
2. Assist in analysing and maintaining statistics on Council’s Recruitment and Selection activities.
3. Assist in Payroll processes and associated duties.
4. Assist in the development of risk assessments, safe work method statements and other relevant procedures.
5. Assist in all administration tasks and actions associated with Vault Work Health and Safety System.
6. Assist in the effective management of Council’s Learning Management System.
7. Assist in the development and review of Council’s employee relations resources, policies, procedures, and practices ensuring they are properly administered and communicated throughout Council.
8. Assist in analysing and maintaining statistics on Council’s Work Health and Safety activities.
9. Undertake special projects as required.
10. Additional duties as required within the limits of the employee’s skill, competence and training.

KEY CHALLENGES AND COMPLEXITIES
1. To develop a working knowledge of all of the different systems, practices and procedures used throughout Council’s operations including working knowledge of Council’s payroll system.
2. To provide timely, accurate advice to internal customers.
3. To maintain strict confidentiality in all aspects related to this position.
KEY RELATIONSHIPS

INTERNAL INFLUENCE?

Employees, Supervisors, Managers and Directors

Works with staff to generate options that address the main needs and concerns of all parties.

EXTERNAL INFLUENCE?

Customers

Direct external influence is limited as most tasks are internally focussed.

AUTONOMY AND DECISION MAKING

The role requires the employee to make decisions in accordance with Protocols and Procedures and typically has freedom to complete administrative tasks requiring the selection of an appropriate procedure from available alternatives based on knowledge and skill. Unusual or complex situations can easily be referred for clarity. Decisions are made within the scope of Council’s policies as delegated from time to time by the Chief Executive Officer. Please see delegations list for full description of authority.

CODE OF CONDUCT, POLICIES, PROTOCOLS AND PROCEDURES

Employees are to adhere to Council’s Code of Conduct, Policies, Protocols and Procedures at all times.

FRAUD AND CORRUPTION PREVENTION

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council has employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

RISK RESPONSIBILITIES

Employees have a day to day responsibility to identify, analyse, evaluate and treat all risks that relate to their role and Council.

SELECTION CRITERIA

INHERENT REQUIREMENTS

**Personal Attributes, Communication and Team Work**

- Demonstrated well developed communication and interpersonal skills with the ability to maintain strict confidentiality at all times.
- Demonstrated commitment to Council’s Corporate ICARE Values of Integrity, Collaboration, Accountability, Respect and Embrace Innovation.
- Work collaboratively within a team and supports teamwork.

**Customer Service**

- Ability to be provide timely, accurate and professional customer service.

**Level of Planning, Problem Solving and Budget**

- Ability to plan and prioritise, think and solve problems on a day to day basis.
- Ability to meet strict deadlines and achieve performance objectives with supervision.
- Ability to be conscious of budgetary constraints and cost implications of their own work.
**Position Description**

**People and Culture Support Officer**

**Essential Experience and Minimum Qualifications**
- Demonstrated experience in Business Administration or Human Resources in a diverse workplace.
- Certificate IV in Business Administration, Human Resources or relevant discipline and a current Drivers Licence.

**Desirable Requirements**
- Diploma in Human Resources
- Experience and knowledge in Recruitment and Selection, Work Health and Safety and Payroll processing or the ability to acquire such knowledge and experience.

**Acceptance of Position**
I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. 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 understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature: ___________________________ Date: ___________________________

**Attachments**
- WHS Position Requirements
- Physical Task Requirements
- Section Structure Chart