

Senior Human Resources Advisor Office of the Chief Executive Officer

(Position Reference: VAC19/20)

Applications Close: 5:00pm Friday, 4 October 2019

Our Vision

*To be a responsive and innovative leader in assisting Perth's
Eastern Region to be a great place to live, work, play and do
business.*



About EMRC

The Eastern Metropolitan Regional Council (EMRC) is a progressive and innovative regional local government working on behalf of six member Councils located in Perth's Eastern Region:

- Town of Bassendean
- City of Bayswater
- City of Belmont
- City of Kalamunda
- Shire of Mundaring
- City of Swan

Our Vision

To be a responsive and innovative leader in assisting Perth's Eastern Region to be a great place to live, work, play and do business.

Our Mission

The Eastern Metropolitan Regional Council, by partnering with member Councils (and other stakeholders), facilitates strategies and actions for the benefit and sustainability of Perth's Eastern Region.

Our Values

The EMRC places great importance on values. Our values shape the way we make decisions and how we treat each other, and importantly how we deal with the community, our customers and our business partners.

EMRC has 5 core values and they are:

- **Excellence** - Striving for excellence through the development of quality and continuous improvement.
- **Recognition** - Valuing staff in a supportive environment that focuses on their wellbeing.
- **Innovation** - Focus on innovative approaches in projects and service delivery.
- **Responsiveness** - Dynamic and flexible service delivery.
- **Integrity** - Accountability and consistency in all that we do.

Benefits of Working at EMRC

If you are seeking a supportive work environment that encourages excellence, values staff contribution and responds to employee needs then EMRC is the organisation for you!

We pride ourselves on offering a workplace appealing to all individuals.

Benefits Include:

- Work life balance
- A work environment that supports Equal Opportunity and Diversity
- Free parking
- Regular staff information sessions and networking events are held at the Belmont Office.
- Rostered days off for designated full-time staff
- 9.5% superannuation guaranteed plus 5% matched by EMRC when you contribute 5%
- 17.5% annual leave loading and 4 weeks annual leave
- Health and wellbeing programmes
- Fresh fruit provided in the staff amenities areas at no cost
- Free swim passes.
- Employee Assistance Program.
- On-site shower facilities
- Belmont office close to public transport, shops and restaurants
- Belmont Administration office closure between Christmas and New Year.
- Long Service leave after 10 years (transferable between WA local government authorities)
- Annual remuneration reviews for all staff
- Competitive rates of pay (above Award rates)
- Rewards and Recognition program
- Salary sacrifice on approved items
- Novated vehicle leasing arrangements



About the Position Vacancy

Applications Close: 5:00pm Friday, 4 October 2019

Senior Human Resources Advisor (2 Year Fixed Term Contract)

The Eastern Metropolitan Regional Council is a Perth based Regional Local Government providing services in waste management, regional development and environmental management.

- A cash salary of \$81,154 (Up to \$94,172 total annual remuneration package)
- Package inclusive of up to 14.5% superannuation and 17.5% leave loading
- 19 day month
- Belmont based location

We are seeking an enthusiastic human resources professional to assist the Eastern Metropolitan Regional Council (the EMRC) in becoming an Employer of Choice.

As a human resources professional, you will provide support to the Manager Human Resources in developing contemporary strategies and policies to make the EMRC a great place to work. You will have a tertiary qualification in Human Resource Management or in a related discipline, with experience in the following areas: recruitment and selection, performance management, the interpretation of awards and legislation and occupational health and safety.

To be successful in this role you will have a hands-on, proactive approach in supporting the EMRC's operational areas to deliver our strategic vision. With your positive attitude and great interpersonal skills, you will enjoy working in a busy team environment across multiple worksites.

To apply please submit a current resume and covering letter addressing your competencies, experiences and qualifications relevant to this role.

This is a full time position but consideration will be given to a job share or part time arrangement.

Apply online <https://www.emrc.org.au/employment/> or via post to Manager HR, VAC 19/20, Recruitment, PO Box 234, Belmont WA 6984

MARCUS GEISLER
Chief Executive Officer

For a confidential discussion about this role please contact Angela Wolstencroft, Manager Human Resources on (08) 9424 2231.

The Eastern Metropolitan Regional Council is committed to building a diverse and inclusive workplace. We welcome people from all backgrounds to apply to join us, including Aboriginal and Torres Strait Islander peoples, people identifying as LGBTI, people from culturally and linguistically diverse backgrounds and people with disability



POSITION DETAILS

POSITION TITLE:	Senior Human Resources Advisor
CLASSIFICATION:	Local Government Industry Award 2010 – Level 9
POSITION NUMBER:	A0137A
BASIS OF EMPLOYMENT:	Full Time
DIRECTORATE:	Office of the Chief Executive Officer
BUSINESS UNIT:	Human Resources

POSITION OBJECTIVES

- To ensure organisational compliance with employment related legislation, and provide specialist advice in relation to the interpretation of Awards and industrial legislation.
- To provide support to the Manager Human Resources in the development of strategies, systems and processes that meet the needs of the EMRC's internal and external stakeholders.
- To provide advice, support and guidance to operational managers and on employee grievances, performance and disciplinary matters.
- To provide support and guidance to operational managers on recruitment and selection techniques and processes.

POSITION REQUIREMENTS

Competencies

- Comprehensive knowledge of contemporary human resources management practices and principles.
- Knowledge of the Fair Work Act, Equal Employment Opportunity legislation, and workers compensation legislation, and the ability to interpret and apply Acts, Awards, and procedures.
- A good understanding of contractual law principles.
- Sound knowledge of workers compensation claims administration.

- Understanding of employer and employee responsibilities under the Occupational Safety and Health Act 1984.
- Excellent interpersonal and communication skills with the ability to relate effectively at all levels on sensitive matters and to maintain a high level of integrity and confidentiality.
- Well developed research, analytical and report writing skills, including the ability to develop strategies and recommendations.
- Highly developed administrative skills with the ability to pay high attention to detail.
- Demonstrated ability to develop and maintain HR systems and procedures.
- Ability to use initiative, creativity, innovation and strategic thinking to achieve positive outcomes.
- Ability to prioritise a busy work load and meet established deadlines, whilst maintaining a consistent level of professionalism.
- Ability to exercise initiative and sound judgement.
- Well developed knowledge of computerised HRIS systems.
- High level of proficiency in the use of Microsoft Office products, in particular Word, Powerpoint, Excel and Outlook with accurate word processing skills.

Experience

- Significant experience gained in a human resources generalist role preferably with some exposure to Local Government.
- Experience providing advice on legislative issues.
- Experience in the research, development and implementation of human resources policies, guidelines and procedures.
- Experience with workers compensation claims administration and return to work programmes.
- Experience with electronic Document Management systems is desirable.
- Knowledge of job evaluation systems.



Qualifications

- Tertiary qualification in Human Resources Management and/or Industrial Relations Law.
- Current and valid WA 'C' class driver's license (or equivalent).

KEY DUTIES / RESPONSIBILITIES

Human Resources Responsibilities

- Assist the Manager Human Resources with the preparation and implementation of the EMRC's Workforce and Business Plan.
- Ensure organisational compliance with employment related legislation, and provide specialist advice in relation to the interpretation of Awards and industrial legislation.
- Develop and prepare all documentation relating to employment, including contracts.
- Coordinate and administer workers compensation claims and processes.
- Ensure staff records (electronic and hard-copy) are accurate and up-to-date and reflect a complete work history for each staff member.
- Liaise with industry associations, external consultants, and legal practitioners on a wide range of human resources matters.
- Represent the organisation at employer association and other human resources / employee relations interest group forums, seminars and functions.
- Review and develop recruitment and selection procedures to a contemporary level including the research of recruitment platforms.
- Assist in the annual Performance Review Process.
- Contribute to the development of HR annual and monthly report.
- Assist in the development and roll out of a competency framework to underpin recruitment and selection, performance management and values based behaviours.
- Support and assist in the co-ordination and organisation learning and development interventions.
- Undertake exit interviews as required and report trends and issues to operational areas.

- To undertake duties as required and directed by the Manager Human Resources.

Occupational Safety and Health (OS&H) Responsibilities

- Follow and comply with all Occupational Safety and Health policies, procedures, and guidelines to ensure personal safety and the safety of others is maintained at all times.
- Ensure correct use is made of all equipment provided for safety and health purposes.
- Report all unsafe practices or hazards in the workplace to the appropriate manager and/or OSH Representative.
- Ensure incidents, accidents and near misses are reported to the appropriate manager and/or OSH Representative, using the appropriate documentation.

Advisory Service

- Provide accurate, current and professional advice on general human resources matters.

Organisational Responsibilities

- Ensure all documents are created, stored and maintained in accordance with the organisation's electronic Document Manager system requirements.
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- Respond to organisational initiatives and assist in the development of the EMRC as directed.
- Represent the EMRC in a responsible and professional manner at all times.
- Comply with the policies and procedures of the organisation at all times.
- Properly organise and manage working time to ensure efficient productivity.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.



ORGANISATIONAL RELATIONSHIPS

Responsible to

- A0022A - Manager Human Resources

Supervision of

- No positions supervised

Internal and External Liaison

Internal: All EMRC management and staff

External: Job applicants
 Recruitment agencies
 Medical practitioners
 Insurers
 Employer associations
 Legal practitioners
 Government agencies
 Local Government authorities
 Consultants

- Highly developed interpersonal and communication skills with the ability to relate effectively at all levels and to maintain a high level of integrity and confidentiality.
- Well developed research, analytical and report writing skills, including the ability to develop strategies and recommendations.
- Sound knowledge of workers compensation claims administration and return to work programs, and the related legislative requirements.
- High level of proficiency in the use of Microsoft Office products with accurate word processing skills.

Desirable

- Experience with job analysis and position description development.
- Experience with electronic Document Management systems.
- Knowledge of computerised HRIS and/or payroll systems.

EXTENT OF AUTHORITY

- This position operates under the general supervision of the Manager Human Resources within established practices and procedures, and has the authority to act within predetermined guidelines, EMRC policy and as delegated.

SELECTION CRITERIA

Essential

- Tertiary qualifications in Human Resources Management and/or a relevant discipline.
- Significant experience gained in a human resources generalist position, preferably with some exposure to Local Government.
- Experience providing advice on general human resources issues.
- Experience in the research, development and implementation of human resources policies, guidelines and procedures.
- Sound knowledge of current employment legislation, including the Fair Work Act, and the ability to interpret and apply Acts, Awards, and procedures.



Summary of Employment Conditions

Location	Ascot Place Administration Building, 226 Great Eastern Highway, Belmont WA 6104
Hours of work	This position is required to work a minimum of 76 per fortnight. Current office hours are 8:30am to 5:00pm, Monday to Friday.
Special Conditions	<p>A current and valid driver's licence covering the class of vehicle/s to be driven in this position must be maintained at all times.</p> <p>The successful candidate must be legally entitled to work in Australia and will be required to provide proof of their eligibility by providing the EMRC with the following documents:</p> <ul style="list-style-type: none"> ▪ Australian Work Visa; and/or ▪ Copy of Australian Citizenship Certificate; and/or ▪ Confirmation of permanent residency; and/or ▪ Birth certificate.
National Police Clearance Certificate	The successful candidate for the position will be required to provide the EMRC with a current National Police Clearance Certificate (no older than 3 months) prior to commencement.



How to Apply

Thank you for considering the Eastern Metropolitan Regional Council (EMRC) as your potential employer.

Completing Your Application

To be considered for the position, your application should include the following documentation:

1. Covering Letter

We will evaluate your application against the required competencies, experiences and qualifications as listed in the Position Description. Therefore your covering letter should briefly outline these points.

2. Resume or Curriculum Vitae (CV)

You are encouraged to provide the following information in your resume or CV:

- personal details - including contact details such as your address and telephone number;
- relevant education and professional training undertaken;
- employment history - including dates employed and key duties and responsibilities of each role;
- contact details of at least two suitable business referees.

3. Formal Qualifications / Supporting Documents

Photocopies of your relevant qualification(s), academic records of current studies, and relevant licences should be included with your application. If you are unable to upload the required documents during the on-line application process, please forward hard copies to the Manager Human Resources via mail.

Please do not submit original documents as they cannot be returned.

4. Selection Criteria Summary (when required)

Selection criteria specify the minimum skills, knowledge, experience and qualifications that are required for the position.

The information you provide should demonstrate when and how you have put to use your skills, experience and knowledge relevant to the criterion.

Who to contact if you have a question

If you would like further information about the recruitment and selection process, please call Human Resources on (08) 9424 2222 or email recruitment@emrc.org.au.

To find out more about a specific position, please call the person nominated in the job advertisement.



Submitting Your Application

Applications must be submitted by the closing date

You may submit your application marked '**Private and Confidential**' via any of the following methods:

EMAIL	recruitment@emrc.org.au
ONLINE	Visit the employment page of our website to submit your application. All attachments must be in Word format. Should you encounter problems lodging your online application, please call the HR department (08) 9424 2275
POST	Addressed to: Manager Human Resources EMRC PO Box 234 BELMONT, WA 6984
HAND DELIVERY	Addressed to: Manager Human Resources EMRC 1 st Floor, 226 Great Eastern Highway BELMONT

Closing Date

Vacancies are advertised for a specific period and cease at the close of business on the date specified in the advertisement. Note however, that we reserve the right to commence recruitment proceedings prior to the stated closing date.

The acceptance of late applications will be at the discretion of the Manager Human Resources in consultation with the relevant business unit Manager or Director.

Application Checklist

Before submitting your application, please check to ensure you have included all the following information:

- ✓ Cover letter
- ✓ A current comprehensive resume
- ✓ Statement addressing the selection criteria
- ✓ Copies (not originals) of supporting documentation (eg. relevant licenses, qualifications etc)
- ✓ Two referees and their contact details
- ✓ Copy of current Australia working visa (if applicable)



The Appointment Process

1. Selection Process

A Selection Panel will consider all applications and the most competitive candidates will be shortlisted and may be considered for further assessment. If you are assessed as being suitable for an interview, you will be contacted by telephone to make the arrangements.

If you have not been contacted within four weeks of the closing date you should consider that your application for the advertised position has been unsuccessful.

2. Interview Preparation

All interview questions will relate to the key responsibilities of the position and the competencies required to successfully perform in the role.

3. During the Interview

During the interview you will be given the opportunity to ask any questions you may have that are relevant to the position and the EMRC. It may help to write these down beforehand and bring them to the interview

4. Reference Checks and Pre-Placement Medicals

Reference checks will be required as part of the selection process, they should be able to comment on your work experience and at least one of your referees should be a recent line manager.

Should you be the preferred candidate for the role, you may be required to undertake a pre-placement health assessment with our preferred medical provider to determine your suitability to carry out the inherent requirements of the job. The assessment will be conducted by our medical provider and will be paid for by the EMRC.

The assessment may include one or all of the following:

- a general health assessment;
- an audiometric (baseline hearing) test; and/or
- a drug and alcohol screen.

Details of the assessment(s) to be undertaken (if any) will be confirmed at the time of interview.

5. Making the Decision

The successful candidate will be contacted by telephone with a verbal offer of employment and to confirm the anticipated commencement date. The formal written offer and contract of employment will be forwarded in due course. HR will sight and take copies of your relevant qualifications and drivers license upon your commencement.

All unsuccessful candidates interviewed will be notified of the outcome in writing.