

Position Description

Job Title	Human Resources Manager
Organisational Context	Aurukun Shire Council (ASC) is an Indigenous community of about 1350 people. Council provides a variety of services to the community including childcare, aged care, community police, airport, postal and bank agencies, roads and housing. Funding is received through both State and Federal governments.
Department	Corporate Services
Classification	Queensland Local Government Industry Award Stream A. Salary \$100,000 - \$110,000 depending on experience
Location	Aurukun, with approved visits to ASC's Cairns Office as required
Reports to	Director of Corporate Services
Position Scope	This position has significant direct contact with members of the community and Council staff
Employees Supervised	Human Resources Officer.
Job Role & Key Objective/s	<ol style="list-style-type: none"> 1. This position is responsible for the efficient and effective delivery of all Human Resource Management and Training to Aurukun Shire Council. 2. Responsibilities will include recruitment and selection, staff development and training, staff retention and workforce planning, performance management and dealing with misconduct, contract management, grievance management, supporting anti-discrimination and equal opportunity. 3. Risk Assessment and mitigation of Risk in accordance with Council Policy. 4. The facilitation and organisation of Staff Training and Development. 5. The ability to ensure that Council meets all legislative requirements and contemporary best practice in the management of its staff is essential.
Qualifications, Skills, Experience & Personal Attributes	<ol style="list-style-type: none"> 1. Tertiary Qualification in HRM, AHRI Certification or equivalent experience in Human Resources. 2. Cert IV Work Health & Safety or equivalent experience desirable. 3. Cert IV Training and Assessing desirable. 4. Demonstrated Human Resource Management experience including the setup of a Human Resources framework and strategic plan. 5. Demonstrated ability to undertake operational generalist HR duties plus provide strategic advice and guidance to senior management. 6. A sound understanding of the training and development including apprenticeships, traineeships, funding and Job Service Agencies. 7. A passion for the personal development of staff to assist them to reach their full potential and capacity building. 8. A solid understanding of WHS compliance and reporting requirements. 9. An ability to understand and interpret legislation and develop and interpret industrial instruments.

	10. Strong interpersonal and communication skills with the ability to negotiate and manage conflict and diffuse volatile situations.
Duties & Responsibilities	<p>General</p> <ol style="list-style-type: none"> 1. Actively support the creation of a positive organisational culture. 2. Supervise direct reporting staff in an effective manner. 3. Participate in managing staff accommodation, providing recommendations to the Director of Corporate Services for allocations. 4. Ensure all new staff have signed Tenancy Agreements and associated forms are lodged and processed, including rental deductions. 5. Coordinate facilities bookings and Training Centre operation. 6. Other duties as required by the Director of Corporate Services. 7. Manage the day-to-day WHS duties when WHS Officer is unavailable. <p>Human Resources</p> <ol style="list-style-type: none"> 1. Develop and maintain Human Resources policies, procedures and guidelines in compliance with relevant industrial instruments and contemporary HR practises. 2. Develop and maintain position descriptions for all roles in the organisation in conjunction with the CEO and Directors. 3. Manage recruitment and selection in accordance with Council's policies and procedures. 4. Develop a workforce development plan that enables achievement of Council aims and objectives. 5. Develop a training and development plan to assist all staff to develop their skills in line with Council requirements. 6. Contribute to development of HR strategic and operational plan and HR budget. 7. Support staff in seeking opportunities for education and training both on the job and through formal training courses. 8. Develop a mentoring and coaching program to encourage staff to learn on the job. 9. Manage all grievance processes to ensure that grievances are dealt with effectively and in accordance with all policies, procedures and legal requirements. 10. Provide advice to the Council, CEO and Directors on the interpretation and implementation of all industrial instruments that regulate council's workforce. 11. Awards to be available to employees in accordance with legislation i.e., via Intranet and hard copy in an easily accessible area. 12. Follow all Council policies and procedures including Code of Conduct and Work Health & Safety. 13. In conjunction with payroll and the Finance Manager manage onboarding and exiting of staff from the Council. 14. Overall management of Council's employee performance management and probation reviews.

Key Performance Indicators	<ol style="list-style-type: none"> 1. Human Resource Management activities (recruitment, induction, probation reviews, staff training, workforce planning, performance management, discipline, grievance management and contract management) completed within required timelines and in accordance with legal requirements, contemporary HR practises and ASC policies and procedures. 2. Contributed to the development of the HR strategic and operational plan and the HR budget, in consultation with Department Directors and Finance Manager. 3. In consultation with Department Directors developed an annual staff training and development plan within required timeframes. 4. HR data to measure HR effectiveness across the Council identified, documented and presented to management on a monthly basis and as required. 5. HR files maintained in a timely and regular manner to ensure confidentiality and efficient access to HR records both physically and electronically. 6. Policies and procedures followed with no oversights. 7. All Council staff occupying Council accommodation have signed tenancy agreements as part of onboarding. 8. Where requested by employees conduct exit interviews before termination.
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I, _____ acknowledge and agree to the above position description.

Employee's Signature _____ Date _____