



SOUTH GIPPSLAND SHIRE COUNCIL

POSITION DESCRIPTION

POSITION:	People and Culture Administration Officer
DIRECTORATE:	Chief Executive
DEPARTMENT:	People and Culture
CLASSIFICATION:	Band 5 over \$70k package
EMPLOYMENT STATUS:	Ongoing Full time
CURRENT OCCUPANT:	Vacant
DATE:	July 2016

ORGANISATION OVERVIEW

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment. We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities. Our values are present in what we do and how we do it. With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating 'a great place for us'.

DEPARTMENT/TEAM

People and Culture (P&C) contribute to employee and organisation success through genuine business partnership with Directorates using P&C processes and systems; developing employee work environment, mindset and culture; providing P&C expertise in role, work design and staffing, professional development, performance, remuneration and recognition, OHS, return to work, and wellbeing.

ORGANISATIONAL RELATIONSHIPS:

Reports to: Coordinator, People and Culture

Direct Reports: Nil.

Key Internal Relationships: Coordinator P&C; Manager P&C; P&C team; Employees.



Key External Relationships: Suppliers and consultants working with the team.

1. POSITION PURPOSE

- This position is actively engaged across all People and Culture activities. It works as a central contact point internally and externally, is administratively savvy, systems smart, and can fulfil back-up and support duties for payroll, return to work, recruitment, OHS, and training. The team builds relationships with and provides business partnership with all departments.

2. KEY RESPONSIBILITIES

- Key responsibilities are clearly defined in the following sections.

3. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Provide support and assistance to more senior employees in the team to ensure successful Council outcomes.
- Provide initial advice and information to employees on issues relating to People and Culture. Examples include recruitment advertising, candidate assistance, mailbox management, induction support, correspondence and coordination of people and culture activities.

Generic Role Requirements

- Accountable to act in accordance with the Councils policies and procedures. Where you do not know, you are obligated to find out.
- Accountable to complete the requirements of the role, work as a valued member of the team, and do your best for the community and the Council.
- Demonstrate commitment to support and embrace a continuous improvement environment and culture within the organisation.
- Accountable to demonstrate safety practices and report inappropriate behaviours and incidents appropriately.

4. JUDGEMENT AND DECISION MAKING SKILLS

- Working within defined frameworks, guidelines and policies, with capacity to refer to team members for advice.
- Examples include handling leave enquiries, administering return to work procedures, updating intranet documents, involvement in systems administration.

5. SPECIALIST SKILLS AND KNOWLEDGE

- Strong “starter-finisher” capability – working through to the end.
- Sound verbal reasoning and written communications.



- Technological edge in being able to get the most from on-line capabilities.
- Capacity to explain and educate others on P&C processes and technologies.
- Establish and maintain records management and personnel files (use of Trim filing system) and data extraction for organisation reporting.
- Examples include ordering, invoice processing, correspondence, Microsoft program competence, research for information, understanding and linking in the Council and Department goals to general activities, attending workshops and training to maintain and develop capability, maintain a high level of detail.

6. MANAGEMENT SKILLS

- Ready receiver of and giver of feedback that improves outcomes.
- High degree of personal work efficiency, particularly in the delivery of multiple simultaneous work tasks.
- Project management and prioritising and planning skills in a very busy work environment.

7. INTERPERSONAL SKILLS

- Provide timely and effective support for the Coordinator and Manager of P&C.
- Gain cooperation and assistance from others.
- Provide continuous customer focus.
- Undertake professional internal and external communications to meet the needs of the team.
- Maintain strict confidentiality.

8. QUALIFICATIONS AND EXPERIENCE

- Experience in working in busy office environments, with some relevant qualifications in administration, business or human resources.

9. SELECTION CRITERIA

- Certificate in administration, business or human resources and relevant experience working in a similar busy office environment.
- Persistence, resilience and “can-do attitude” in working through various people and culture enquiries and issues.
- Competencies in Microsoft Suite and adaptability and confidence in using various on-line technologies.
- Ability to manage time, set priorities, plan and organise own work whilst maintaining attention to detail.
- A commitment to excellence in service delivery.
- Excellent oral and written communication skills with the ability to communicate, support and service customers and all levels of staff.



10. PRE EMPLOYMENT CHECKS

- Applicants will be required to complete a police check and a pre-employment medical examination if progressing to the next selection stage.
- Applicants will be required to participate in aptitude and psychometric assessments.

Acceptance of the Position – Successful Candidate to Complete	
Agreement:	
I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the general Terms and Conditions of Employment and I agree to the terms and conditions.	
Name (Please print):	
Signature:	Date: