

## POSITION DESCRIPTION

POSITION TITLE	People & Culture Advisor
DIRECTORATE - SECTION	Office of the CEO - People & Culture
LEVEL	7 - Salaried
RESPONSIBLE TO	Coordinator People & Culture

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

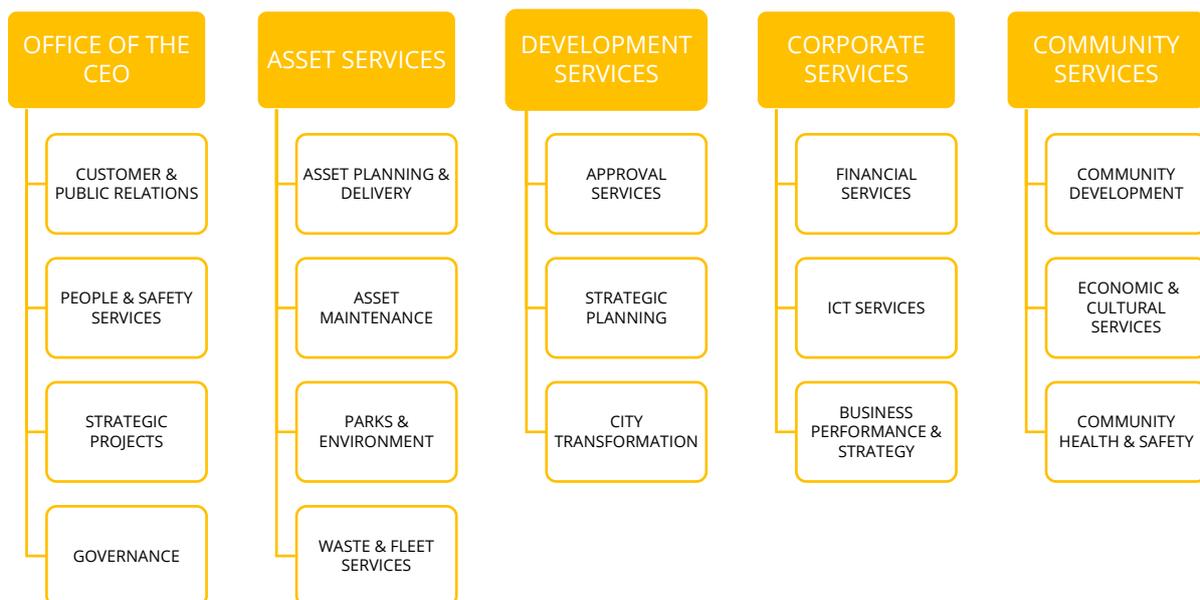
### OUR VALUES

**SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.

**PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.

**QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

Provide human resources support that is aligned to Council's strategic planning outcomes and strategies.

To support and provide high quality customer service; full spectrum of operational and administration human resource services and information including but not limited to IR/ER matters, recruitment, selection and retention, induction programs and administrative tasks under the direction of Coordinator People & Culture.

Provide professional support to the Coordinator People & Culture and People & Culture team across a broad range of HR and administrative issues and projects.

## KEY RESULT AREAS

### HUMAN RESOURCES

- Liaise with other People & Culture team members and other relevant officers to ensure the ongoing development and maintenance of human resources systems, databases and processes.
- Receive and deal with issues and problems of a sensitive or legal nature and when appropriate, and accurately refer on, to Coordinator People & Culture
- Participate in human resources initiatives
- Inform and liaise with People & Culture team on initiatives and other matters
- Interpret and advise on low level Award matters and maintain Award information
- Participate and assist with Agreement negotiations
- Policy development and reviews of policies in place
- Manage annual reporting requirements (EEO, PSC, AOG reports)
- General Human Resources correspondence
- Drafting and reviewing of position descriptions and reclassifying roles
- Liaise with Managers, Coordinators and other staff on HR matters or queries
- Undertake and assist in the effective development and implementation of projects.
- Contribute to the development and implementation of the Strategic Workforce Plan
- Undertake other relevant duties as directed by Coordinator People & Culture and or Chief Executive Officer
- Working with internal customers on training requirements
- Assist in keeping an up-to-date record of Working with Children Checks, Driver's licence Checks and others
- Liaise with People & Culture team on organising meetings and booking rooms
- Support and assist Occupational Safety & Health Coordinator when required

### RECRUITMENT AND INDUCTION

- To undertake recruitment tasks in a timely and professional manner and provide comprehensive recruitment services to the organisation.
- Coordinate the recruitment and induction process to ensure legislative compliance, alignment with organisational values, consistency, equity and currency of information
- Promote advancement of the City and its reputation as an organisation committed to excellence as an employer
- Provide advice to line supervisor on recruitment

- Participate on interview panels as People & Culture representative
- Complete reference checks in a timely and professional manner in line with Organisational processes and procedures.
- Complete recruitment process in accordance with organisational procedure
- Maintain databases and recruitment processes and procedures for Volunteers
- Maintain and update as required, induction booklets and commencement packs for City employees and Volunteers

### **LEARNING AND DEVELOPMENT**

- Collaborate with leaders and business units to identify training needs, source appropriate learning solutions, and support workforce capability development.
- Maintain and update training records for databases and personnel files

### **CUSTOMER SERVICE**

Proactively maintain and further foster excellence in customer service values and culture throughout the City, with a consistently positive image of Council being promoted to the community.

### **ADMINISTRATION**

Assign all administrative tasks, including but not limited to induction packs, databases, employee personnel files, learning and developments to team members and follow up to ensure assigned tasks are completed in a timely and professional manner.

### **WORKPLACE HEALTH AND SAFETY**

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

### **WORKPLACE COMPETENCY**

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

### **TRAINING/QUALIFICATION(S)**

- Possession of, or progress towards, a tertiary qualification or diploma in Human Resources (or a related field), and/or equivalent relevant experience in the delivery of human resources services.

### **ESSENTIAL KNOWLEDGE/SKILLS CRITERIA**

- Relevant 5-7 years' experience in a HR advisory role
- Significant experience in deliverables such as recruitment, inductions and administration work

- A minimum of 5 years' experience managing industrial relations (IR), employee relations (ER), and union engagement matters.
- Experience and ability to work in a multi-functional administrative function
- Previous experience in using and maintaining a Human Resources Information System
- Ability to provide Human Resources advice across all levels within the organisation
- Demonstrated ability to plan, organise, set priorities and manage time, so that the Business unit resources are optimised and outcomes, achieved within agreed timeframes

## SELECTION CRITERIA

1. Possession of, or progress towards, a tertiary qualification or diploma in Human Resources (or a related field), and/or equivalent relevant experience in the delivery of human resources services.
2. Significant experience in Human Resources deliverables such as recruitment, inductions and administration work
3. Experience of managing industrial relations (IR), employee relations (ER), and union engagement matters.
4. Previous experience in using and maintaining a Human Resources Information System
5. Sound problem-solving and research skills

## PHYSICAL REQUIREMENTS

The City welcomes persons with physical disabilities to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing
- Able to sit for extended periods of time
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Manager People & Culture  
DATE PD REVIEWED/APPROVED: 11 June 2025

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