

POSITION DESCRIPTION

Position Title	Human Resources Business Partner Trainee
Classification Level	As applicable in accordance with Schedule E of the Miscellaneous Award 2020
Directorate	Office of the CEO
Department	Human Resources
Reports to	Manager Human Resources
Position Number	TBA

1 POSITION SUMMARY

Responsible for assisting the Human Resources Team in providing:

- an effective, comprehensive and confidential HR administration and advisory support service to meet the Shire's needs;
- delivering timely and accurate HR information within the organisation, including associated document HR management systems.
- administration of all employee documentation associated with recruitment, selection onboarding, position description maintenance, learning and development, and exit processes, ensuring complete accuracy, confidentiality, and professionalism.

2 POSITION-LEVEL PRINCIPLES, OBLIGATIONS & ACCOUNTABILITIES

The primary outcomes of this position type include:

- Supporting and promoting the "culture" and "values" of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Collaboratively participating in teams to deliver outcomes for and on behalf of the Shire;
- Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships with the Shire;
- Actively contributing towards efficiency and quality of service, as directed;
- Proactively reporting and mitigating, risks.

3 ROLE ACCOUNTABILITIES

As directed by the Manager Human Resources:

Human Resources Administration

- Assist with the maintaining sound administration processes and procedures (in collaboration with other HR Team members).
- Assist with processing new employee documentation and finalisation of termination procedures.

- Assist with the administration of all employee documentation associated position description maintenance, structure and process administration, and exit processes, maintaining confidentiality at all times.
- Regularly update the Organisational Structure Chart to reflect changes and ensure accuracy by the end of each calendar month.
- Process uniform orders for staff in collaboration with the HR Business Partners.
- Provision of clerical and administration support within the Human Resources section Department.
- Maintain HR records, correspondence and filing systems as applicable.
- Comply with established information management systems.

Recruitment, Selection, & Onboarding

- Assist HR Business Partners with preparing advertisements, job application packages, related materials and documents.
- Assist HR Business Partners with the recruitment and selection of staff, including arrangement of interviews, preparing all relevant selection documentation, participating in selection panels, and the preparation of other related materials and documents.
- Assist HR Business Partners with distributing position advertisements with advertising agencies, media organisations and within the organisation.
- Assist the HR Business Partners with reviewing and updating position descriptions.
- Assist the HR Team in conducting new employee inductions and orientation processes.
- Assist the HR Team in scheduling Finance, Administration, Payroll and OHS inductions.

Learning, Development, & Performance

- Assist the HR Team with the annual performance appraisal system.
- Assist the HR Team with learning and development processes and administration.
- Undertake employee inductions as applicable.
- Schedule Finance, Administration, Payroll and OHS inductions.
- Assist the HR Team to coordinate, monitor and schedule staff learning and development activities in accordance with established policies and procedures.
- Assist the HR Team with organising learning and development activities including payment of invoices in accordance with established policies and procedures.
- Assist with the maintenance of the staff learning and development log and matrix as necessary.
- Assist the HR Business Partners with monitoring and reviewing licences and qualifications.
- Successfully progress the attainment of TAFE Certificate IV Human Resources or similar as agreed with Manager Human Resources prior to commencement.

Work Effectively Within a Team Environment

- Establish effective working relationships with team members and apply sound communication skills to resolve issues.
- Maintain effective and co-operative communication within the organisation.
- Apply OHS legislation and policies to maximise a safe working environment.
- Support and promote the Shire's Code of Conduct within the team and the wider organisation.
- Undertake special projects and other duties as directed by the Manager Human Resources and in line with the position's classification level.

4 SELECTION CRITERIA

ESSENTIAL CRITERIA (to be considered for this role you must demonstrate the following skills and experience)

- Willingness to learn and undertake TAFE level qualifications in Human Resources, Business or similar as approved by the Manager Human Resources.
- Well-developed computer literacy skills.
- Ability to maintain confidentiality.
- Skills in time management.
- Ability to communicate with a variety of people.
- Aptitude to understand and apply policies and procedures.
- Current WA 'C' Class Drivers Licence.

DESIRABLE CRITERIA

- Previous experience in work environments, particularly with administration and/or systems.
- Previous experience in a Local Government Authority.

EMPLOYMENT CONSIDERATIONS

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check;
- Production of a valid Police Clearance of no more than 6-months old;
- Hold the appropriate rights to work in Australia;
- Completion of a pre-employment medical.

5 GENERAL ACCOUNTABILITY, ATTITUDE, BEHAVIOUR AND CONDUCT

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees such as employee integrity, confidentiality, Shire reputation, efficiency and efficacy, and fraud and corruption prevention.

6 RELATIONSHIPS

Responsible to:	PD004 Manager Human Resources
Number of Staff Positions: (Directly Supervised)	Nil
Number of Staff Positions: (Indirectly Supervised)	Nil
Internal: All Shire Staff	
External: Medical providers, Media Organisations, Human Resources agencies and counterparts in Local Government	

7 EXTENT OF AUTHORITY

Works under regular supervision of the Manager Human Resources and operational guidance of the HR Business Partners within established guidelines, procedures and policies of the Shire as well as Statutory provisions. Perform all other duties within the scope of the position as required.

8 POSITION ACKNOWLEDGEMENT AND ACCEPTANCE

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. From time to time, employees may be required to perform duties outside of their normal responsibilities as required to meet operational needs.

Signing this position description indicates an agreement and acceptance of the contents and conditions.

Employee Name:	Supervisor Name:
Employee Signature:	Supervisor Signature:
Date:	Date: