

# INFORMATION PACKAGE

Shire of East Pilbara

## People and Culture Business Partner

Job code: #008

Permanent, Full Time | Newman | Living Allowance up to \$15K p.a.

### *The Shire is recruiting a dynamic administration superstar!*

The progressive Shire of East Pilbara, the largest local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities, is offering an exciting opportunity to work for a visionary Chief Executive Officer.

Join the journey to creating the incredible as our **People and Culture Business Partner**. In this position you will be responsible for the provision of an effective, comprehensive and confidential Human Resources administration, advisory and support service to meet Directorate needs, delivering timely and accurate delivery of HR information, including associated document HR management systems. Administer all employee documentation associated with recruitment, selection on-boarding, position description maintenance, learning and development, administration, and exit processes, ensuring complete accuracy, confidentiality, and professionalism.

### You will have:

- TAFE level qualifications in Human Resources or Business or equivalent experience in Human Resources administration or similar environment resulting in that same level of competency.
- Demonstrated experience of transferable skills.
- Sound problem solving and decision making skills.
- Well-developed computer literacy skills with experience in data collation and statistical recording experience.
- Well-developed skills in time management, with the ability to work unsupervised.
- Demonstrated aptitude to understand and apply Industrial Award and other employment policies and procedures.

### Remuneration and Benefits:

- Base salary between \$65,000.00 and \$80,000.00 per annum, *plus...*
- 15.5% Employer Superannuation Contribution (subject to employee matching contribution), *plus....*
- Relocation expenses up to \$10K intrastate or \$15K interstate (excludes Newman residents), *plus....*
- Living Allowance up to \$15k per annum, *plus....*
- Eligibility for Long Service Leave and Professional Development, *plus....*
- 5 weeks Annual Leave plus one Rostered Days Off every 19 working days (if applicable), *plus....*
- Discount on gym, recreation and aquatic centre memberships.

**Make this role your own** in the heart of the Pilbara where the extraordinary happens. Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership** with **HEART - Honesty, Excellence, Accountability, Respect and Teamwork**.

### To Apply

Please submit a **current Resume and Cover Letter** addressing the Essential Criteria in up to three pages via our website: <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Information Package along with the Position Description can also be downloaded. If you are unable to apply via our website, please submit your application by emailing [recruitment@eastpilbara.wa.gov.au](mailto:recruitment@eastpilbara.wa.gov.au).

*The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.*

### **Closing date:**

Applications for this position are open until a suitable pool of candidates is received. This means the vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

For enquiries relating to the application or recruitment process, please contact **People and Culture Business Partner on (08) 9175 8000** or [recruitment@eastpilbara.wa.gov.au](mailto:recruitment@eastpilbara.wa.gov.au)

For role specific enquiries, please contact **Sylvana Caranna – Manager People and Culture** by telephone on: **(08) 9175 8000**

[www.eastpilbara.wa.gov.au](http://www.eastpilbara.wa.gov.au)

Shire of **EAST  
Pilbara**  
THE HEART OF THE PILBARA

*Canvassing of Councillors or Selection Panel Members will disqualify your application*

# POSITION DESCRIPTION

Shire of East Pilbara

## Position Title

People and Culture  
Business Partner

## Directorate

Executive Services

## Reports to

Manager People and  
Culture

## Position Number

#008

## Position Level

LGO WA Level 4/5

## Position Summary

Responsible for the provision of an effective, comprehensive and confidential Human Resources administration, advisory and support service to meet Directorate needs, delivering timely and accurate delivery of HR information, including associated document HR management systems. Administer all employee documentation associated with recruitment, selection on-boarding, position description maintenance, learning and development, administration, and exit processes, ensuring complete accuracy, confidentiality, and professionalism.

## 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 projects and 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 the achievement of financial efficiencies and quality of service, as directed;
- Proactively reporting upon, and mitigating, risks.

## Role Accountabilities

### Human Resources Administration

- Continually develop sound administration processes and procedures (in collaboration with other P&C Team members) within the section to ensure effective systems are in place.
- Process new employee documentation and finalise termination procedures.
- Administer all employee documentation associated position description maintenance, structure and process administration, and exit processes, ensuring complete accuracy and confidentiality.
- Assist Manager People and Culture with preparation of employment contracts and maintenance of salary information and contract expiry dates.
- Liaison with Payroll Officer on employee records and pay matters as necessary.
- Provide P&C statistical information as required, (eg. turnover figures, exit data, leave entitlements).
- Regularly check that the Organisational Structure Chart reflects changes and is accurate by the end of each calendar month, reporting any inaccuracies to the P&C Trainee for action.
- Monitor uniform orders for staff in collaboration with the P&C Trainee.
- Maintain P&C records, correspondence and filing systems as applicable.
- Comply with established information management systems.





### **Recruitment, Selection, & Onboarding**

- Prepare advertisements, job application packages, related materials and documents.
- Assist Managers in the recruitment and selection of staff, including preparation of advertisements for vacant positions, job application packages, arrangement of interviews, preparing all relevant selection documentation, participating in selection panels, undertaking referee checks, and the preparation of other related materials and documents.
- Distribute position advertisements with advertising agencies, media organisations and within the organisation.
- Assist Managers with the development of position descriptions and ensure appropriate review and update, in consultation with other P&C Team members as applicable (eg. Manager; Organisational Advisor).
- Conduct new employee inductions and administer orientation process of new employees.
- Schedule Finance, Administration, Payroll and OHS inductions.

### **Learning, Development, & Performance**

- Assist with the annual performance appraisal system as requested by the Manager.
- Assist with learning and development processes and administration as requested by Line Managers or as otherwise directed by the Manager People and Culture.
- Undertake employee inductions as applicable.
- Schedule Finance, Administration, Payroll and OHS inductions. Coordinate, monitor and schedule staff learning and development activities as identified from the annual performance appraisal in accordance with established policies and procedures.
- Liaise with external training providers to schedule learning & development activities and manage payment of invoices in accordance with established policies and procedures.

- Update and maintain a staff learning and development log and matrix as necessary.
- Monitor and review licences and qualifications, and keep Line Managers informed of expiry dates.

### **Industrial and Employee Relations**

- Promote diversity and equality of employment as part of the organisation's culture.
- Undertake and/or assist with the grievance processes within own level of competency and, at the very least as a Contact Officer.
- Understand and inform Line Managers and Employees on the Industrial Award and other employment policies and procedures in consultation with the Manager People & Culture.

### **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 People & Culture and in line with the position's classification level.

### **Selection Criteria**

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

### **Essential Criteria**

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

- TAFE level qualifications in Human Resources or Business or equivalent experience in Human Resources administration or similar environment resulting in that same level of



competency.

- Demonstrated experience of transferable skills.
- Sound problem solving and decision making skills.
- Well-developed computer literacy skills with experience in data collation and statistical recording experience.
- Well-developed skills in time management, with the ability to work unsupervised.
- Ability to liaise and consult with a wide range of stakeholders.
- Demonstrated aptitude to understand and apply Industrial Award and other employment policies and procedures.
- Current WA 'C' Class Drivers Licence.

### Desirable Criteria

- Direct experience in Human Resources / People and Culture administration and systems.
- Demonstrated knowledge of, and experience

in, grievance processes.

- Contact and/or Grievance Officer certification.
- Demonstrated knowledge of, and experience in, learning and development principles, processes, and practices.
- Demonstrated knowledge and application of WA Workplace Relations Act 2020 and other applicable Employee Relations regulations and legislation.
- Demonstrated ability to understand and apply Industrial Award and other employment policies and procedures.
- Previous experience in a Local Government Authority.

### Remuneration details

Employment conditions in accordance with the Local Government Officers' (Western Australia) Award 2021.

#### Cash salary component:

- Base Salary between \$65,000.00 - \$80,000.00 per annum
- 10.5% Superannuation Guarantee plus additional 5% subject to an employee contribution of 5%. The combined total of the Shire of East Pilbara contribution shall not exceed 15.5% of the specified salary.
- Living Allowance up to \$15,000.00 per annum is paid as per the Shire's policy and may be subject to change.

#### Accommodation:

- Shire housing is not provided for this position.

#### Relocation expenses: (excludes Newman residents)

- Removal expenses for furniture and personal effects;
- Family travel costs;
- Transport of one personal vehicle;
- Up to \$10,000 intrastate or \$15,000 interstate (GST incl.).

#### Hours of Work:

- As per the Award provision, ordinary hours of work are 38 hours per week.

#### In addition:

- Uniform allowance of \$440 per annum.
- 5 weeks annual leave.
- Long Service Leave - Thirteen (13) weeks after ten (10) year continuous Local Government services.
- Annual Leave Travel Assistance - Following twelve (12) months (full time employment worth) completion of service one (1) return economy airfare to Perth, based on the cost of an airfare from Newman.

#### Other Benefits and services:

- Discounts for staff for the use of recreation and aquatic centre facilities as per council policy.
- Free health and fitness assessments by qualified staff at the Recreation Centre.
- Professional development is encouraged and promoted by providing staff training as necessary and attendance at seminars/conferences is also supported.



# INFORMATION FOR APPLICANTS

## Shire of East Pilbara

### 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
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

### 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.

### Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

### Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

### Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

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### About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.