

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	HR & Safety Undergraduate		
Position Number:	TBA	Standard Position Hours:	14 Hours per week
Directorate:	General Managers Unit	Unit:	Human Resources
Salary Grade:	Award Provisions	Award Band and Level:	Band 1 Level 1
Position Reports to:	Human Resource Manager		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	13 October 2020	Date Last Reviewed:	
Version:	1	Document Number:	TBA

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 380 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The General Managers unit manages services associated with Human Resources, Economic Development, Communications and Media, Internal Audit and the Executive Office of the General Manager and the Mayor.

The Human Resources team provides support, guidance and advice to all levels of the organisation on a range of matters such as recruitment and selection, learning and development, work health and safety, risk and insurance, interpretation of Awards and Agreement, performance management, salary system and workplace grievances.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WSH RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objective of this position is to provide the opportunity to build skills and experience within the Human Resources and Work Health and Safety team across the range of functions and services provided by the team to the diverse Council environment. The position will also have an administrative focus giving exposure to the administration tasks involved within a progressive Human Resource and Work Health and Safety team.

KEY ACCOUNTABILITIES

1. Provide high quality, professional, confidential and accurate support to all members of the Human Resource team professionally, displaying a positive image, sound judgement, initiative, timeliness, sensitivity and maintain the highest level of confidentiality at all times.
2. Provide administration services to the Human Resources and Safety and Risk teams, including:
 - Accurate, efficient and timely use of Councils systems including but not limited to, TRIM, Pulse, Scout and Authority
 - Accurate, efficient and timely generation of general Human Resource Correspondence
 - Accurate maintenance of personnel files
 - Manage room bookings and manage equipment requirements
 - Accurate, efficient and timely use of Microsoft Office Suite
 - Competent in the use of all office equipment including photocopier, facsimile, printer, telephone, binder and laminator.
 - Preparation and distribution of agendas and minutes for committees relating to the Human Resource team
3. Provide high level customer service on behalf of Council with both internal and external customers and stakeholders.
4. Working in conjunction with the Human Resources Advisor, Organisational Development, assist in all facets of Organisational Development processes including:
 - Managing employee attendance at external and internal training courses
 - Assist with the administration and maintenance of employee competency assessments and performance review/appraisal process
 - Assist with the management of health and wellbeing programs and initiatives
 - Assist with maintaining all training records
 - Assist with booking training sessions as required
 - Assist with Organisational Development projects as part of the Operational Plan and Workforce Delivery Program
5. Working in conjunction with the Human Resources Advisor - Recruitment and Selection, assist in all facets of the recruitment and selection process including recruitment advertisements, organising interviews and participating on recruitment panels, coordinating pre-employment checks and development of employment letters.
6. Working in conjunction with the Human Resources Operations Coordinator, assist in generalist HR functions including assisting in workplace grievances and investigations processes as required, prepare HR correspondence, assist with HR metrics reporting and award understanding and interpretation.
7. Working in conjunction with the Safety and Risk Team, assist in all facets of the safety and risk function including:
 - Actively promote safety and risk matters across Council
 - Contribute to the review and development of safety documentation including but not limited to Standard Operating Procedures (SOPs), Safe Work Method Statements (SWMS), Risk Assessments, Project Documentation, etc
 - Working in conjunction with the Safety and Risk Advisors, schedule in and attend workplace inspections
 - Assist in the delivery of small sessions on Safety and Risk topics relevant to current legislative changes
 - Assist the team with administrative tasks required for Safety and Risk projects and gain visibility of the priorities to be achieved.
8. Any other accountabilities or duties as directed by the Human Resource Manager which are within the employees' skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Enrolled in and currently studying a Bachelor's Degree, specialising in Human Resources and / or Work Health and Safety, or similar.
2. Genuine interest in Human Resources, Work Health and Safety and Risk with a view to a career in these fields.
3. Knowledge of human resources and Work Health and Safety theories, principles, processes and concepts.
4. Demonstrated skills in administration coupled with the ability to work in a fast paced, customer oriented environment.
5. Demonstrated ability to maintain the highest level of confidentiality at all times.
6. Proficient written and verbal communication skills.
7. Experience in the use of work related software including Microsoft Office Suite.
8. Good interpersonal skills and the ability to work co-operatively and efficiently in a team environment.
9. Good organisation skills and reliability in completing assigned tasks efficiently.

Highly Desirable

1. Enrolled in the second or third year of the Bachelor's Degree.
2. Current Driver's Licence.

SIGNATURE

Employee

Full Name:

Signature:

Date: