

# Take the plunge



A step forward in your career,  
just a step from the coast.

Human Resources Coordinator

(3 year fixed term contract)

Position Description



**WESTERNPORT**  
WATER

# Hours that work for you



TITLE

# Human Resources Coordinator

BAND

5 (\$68,850 - \$87,721 plus super per annum pro rata)

---

LOCATION

Newhaven Head Office, Phillip Island

---

DEPARTMENT

People & Culture

---

DIVISION

Corporate & People

---

REPORTS TO

Manager People & Culture

---

DIRECT REPORTS

HR Support Officer

POSITION OBJECTIVE

The HR Coordinator will support the growth, development and wellbeing of the Corporation's workforce through the delivery of high quality, efficient human resources (HR) services.

## KEY RESPONSIBILITY AREAS

- Provide timely professional human resources advice and guidance to managers/supervisors and employees at all levels of the Corporation
- Develop, deliver and evaluate projects relating to HR and/or Organisational Development (OD) as part of the annual corporate and business plans
- Provide input to the People and Culture Strategy under guidance of the Manager People & Culture.
- Monitor and report on the organisational culture in line with the Corporation's People & Culture Strategy
- Manage all communications for HR, including communications strategies for all projects
- Proactively anticipate, respond to and provide quality HR solutions to changing customer needs
- Monitor and advise on the Corporation's legislative compliance in regards to the Fair Work Act, National Employment Standards, Awards, Equal Opportunity, bullying & harassment, superannuation and long service leave regulations
- Coordinate industrial matters/hearings that are to be dealt with by bodies such as Fair Work Australia and the Victorian Human Rights and Equal Opportunities Commission
- Report annually to the Water Industry regulators such as VPSC and DELWP
- Develop and review HR policies, procedures and/or manuals, and consult, communicate and provide education regarding their application across the Corporation
- Manage recruitment and selection services together with onboarding and offboarding, and remuneration maintenance
- Coordinate resolution processes for employment related disputes and grievances
- Facilitate the bi-annual performance appraisal process for the Corporation
- Facilitate the enterprise bargaining process including preparation, communications, and facilitation of negotiations
- Prepare HR statistical data for management reporting, organisational performance indicators, HR's own performance metrics, benchmarking surveys and reporting
- Develop, maintain and classify position descriptions and reclassifications on an annual basis
- Manage the annual Learning & Development function
- Manage the HR information systems (HRIS) for all employee records, together with the relevant intranet pages and
- Coordinate the Workforce Consultative Committee (WCC)
- Develop, monitor and report on the HR and FTE budget expenditure
- Assist with the annual Health and Wellbeing Program in conjunction with the Health, Safety and Wellbeing Officer

## REQUIREMENTS OF THE POSITION

### Key selection criteria

Bachelor degree in a related field (Human Resource Management, Management, Business) or at least 6 years experience in a similar role.

Demonstrated experience in providing professional human resources and IR advice.

Demonstrated experience in development and implementation of HR Information Systems (HRIS).

The ability to prepare complex written reports, strategies, policy and procedures.

Excellent communication skills and the ability to perform in a fast-paced environment.

### Qualifications and Experience

Bachelor degree in a related field (Human Resource Management, Management, Business) or lesser formal qualification with extensive and diverse experience.

Significant experience in a role encompassing HR and IR.

Demonstrated experience in developing and implementation of HR Information Systems (HRIS).

Experience within a government setting, and preferably with Enterprise Agreements is desirable.

### Management and Interpersonal Skills

These positions require skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.

In this band, the position requires an understanding and an ability to implement personnel policies and practices including agreements, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes. They would be also expected to contribute to the development and implementation of long term staffing strategies.

## REQUIREMENTS OF THE POSITION

### Accountability and the extent of authority

Positions in this band may manage resources and/or provide advice to or regulate clients and/or participate in the development of policy.

In positions where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.

In positions where the prime responsibility is to provide specialist advice to or regulate clients, the freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.

In positions where the prime responsibility is in policy formulation, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.

All positions in this band would have an input into policy development within their area of expertise and/or management.

### Judgement and decision making

These positions are essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the organisation.

In positions where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

### Specialist knowledge and skills

These positions require proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities. Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.

An understanding is required of the long term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.

Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures may be required.



Westernport Water

2 Boys Home Road,  
Newhaven 3925  
1300 720 711  
[westernportwater.com.au](http://westernportwater.com.au)



**WESTERNPORT**  
**WATER**

