



1 **TITLE:** **HR COORDINATOR**

2 **BAND:** *Band 5*

3 **UNIT:** **Risk Regulation and Resources**

4 **POSITION OBJECTIVES:**

- 4.1 Recruit, maintain and develop a productive workforce that meets the needs of the business;
- 4.2 To provide advice, support and recommendations to the GM Resource, Risk and Regulation (GM R&RR) in the area of Human Resource (HR) management and Industrial Relations (IR) ;
- 4.3 To ensure WPW is compliant with HR and I R;

5 **KEY RESPONSIBILITIES:**

Human Resources

- 5.1 Provide timely, support, advice and education to management and employees on a range of organisational development and human resources based strategies;
- 5.2 Develop, implement and maintain human resource based policies and procedures and systems;
- 5.3 Develop and monitor the training, recruitment, resource plans and employee development programs as required;
- 5.4 Provide assistance to the GM R&RR with employee industrial relations issues and resolutions;
- 5.5 Coordinate and collate results of employee satisfaction survey and identify improvement opportunities and recommendations to GM R&RR;
- 5.6 Manage the HRIS data system for employee records; and
- 5.7 To manage the performance appraisal process for consistent application across the organisation.

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General

- 6.1 Source, develop and implement training programs based on the business needs analysis, and performance plans for HR;
- 6.2 Prepare monthly HR reports for the input into the RR&R reports to the Executive Team and the Board;
- 6.3 Develop, monitor and report on own budget expenditure in the areas of HR; and
- 6.4 To ensure that Westernport Water has robust, documented and compliant systems, processes, policies and procedures to ensure compliance with all IR and HR legislation and regulations;

7 REQUIREMENTS OF THE POSITION:

7.1 Specialist knowledge and skills:

Human Resources

- Proficient in the development and implementation of Human Resources (HR) based policies procedures and systems;
- Well-developed personal skills, with the ability to work effectively with people at all organisation levels, in and outside of the organisation;
- A demonstrated ability to capitalise on technology to develop processes and systems; and
- An intimate knowledge of IR and Fair Work legislation.

General

- Proven contract, project management and administrative skills;
- Highly developed analytical and investigative skills to support policy formulation and decisions;
- Sound knowledge of budgeting and financial procedures and systems;
- Technically proficient in the suite of Microsoft Office products;
- Proficient in the application of business strategies that contribute to the achievement of overall business objectives and
- An ability to analyse complex problems and to make supporting recommendations.

8 MANAGEMENT SKILLS

- 8.1 Ability to effectively manage own time, set priorities and achieve objectives and goals within required timeframes despite conflicting priorities;
- 8.2 Ability to contribute to long-term strategic planning initiatives in own area; and
- 8.3 Manage resources through influencing others to achieve corporate goals and objectives.

9 INTERPERSONELL SKILLS:

- 9.1 This position requires the ability to persuade, convince and negotiate with Westernport Water staff at all levels and with external parties such as the ASU and relevant tribunals;
- 9.2 This position is required to write and /or access reports, develop recommendations and prepare internal and external correspondence in accordance with WPW delegation policy;
- 9.3 Ability to negotiate and implement significant organisational change;
- 9.4 Ability to positively influence organisational behaviour to achieve agreed outcomes; and
- 9.5 Ability to manage and to deal effectively with conflict within the organisation.

10 QUALIFICATIONS AND EXPERIENCE:

Essential:

- 10.1 Experience in a role encompassing HR and IR;
- 10.2 Demonstrated experience in developing and implementation of HR Management Systems;
- 10.3 Bachelor of Commerce (Human Resource Management) and several year's relevant experience; and
- 10.4 Or lesser formal qualification with extensive and diverse experience.

Desirable:

- 10.5 Post Graduate Degree in a related field

11 TRAINING

- 11.1.1 Training will be provided on Corporate operating systems e.g. HRIS and
- 11.1.2 Participation at water industry HR network groups as required.

12 ORGANISATIONAL RELATIONSHIPS:

- 12.1 Reports to the General Manager Resource, Risk and Regulation

13 JUDGEMENT & DECISION MAKING

- 13.1 Develop and interpret HR policy and procedures for the Executive Team;
- 13.2 Make decisions within the parameters of Fair Work legislation and the policies and procedure of Westernport Water using the application of professional or technical knowledge and knowledge acquired through relevant experience; and
- 13.3 Provide specialised advice and counsel on IR and HR issues to the Westernport Water executive team.

14 ACCOUNTABILITY & EXTENT OF AUTHORITY:

- 14.1 The prime responsibility of this position is to provide direct support and assistance to other employees, the freedom to act is not limited by standards and procedures and the quality of decisions and actions taken will often have an impact on Westernport Water and the employee being supported; and
- 14.2 The HR Coordinator's extent of Authority is bound by the relevant delegation of authority from the GM R&RR and/or the EMT.

15 SPECIALIST KNOWLEDGE AND SKILLS

- 15.1 This position requires advanced knowledge of HR and IR legislation and the ability to apply advanced problem solving skills to a variety of situations;
- 15.2 The incumbent must be able to understand the legal, political and socio-economic context in which the Corporation operates and how the long term goals and aspirations of the wider organisation are aligned; and
- 15.3 This position requires sound knowledge of budgeting and financial procedures and systems.

16 KEY SELECTION CRITERIA:

- 16.1 Hold a tertiary qualification Human Resource Management and ideally a Post Graduate Degree in a related field;
- 16.2 Demonstrated experience in providing a HR advice;
- 16.3 Demonstrated experience in developing and maintaining a HR management systems;
- 16.4 Demonstrated experience in interpreting HR regulations and code of practise in the work place; and
- 16.5 Excellent written and verbal communication skills including the development and delivery of business reports and presentations.

17 STANDARD CLAUSES:

- 17.1 To act consistent with the four values outlined in the Behavioural Charter. To recognise and provide feedback to others when these behaviours are being demonstrated or not. These values are: showing respect, encouraging and creating quality, being responsible and being honest;
- 17.2 To undertake all duties in a manner which will ensure that fellow workers and myself comply with the Corporation's policies, and processes in relation to Health, Safety and Environment. Also to draw to the attention of my manager/supervisor or Health, Safety and Environment representative any hazards which present a risk;
- 17.3 To be aware of and follow Westernport Waters policy on managing risk and within my delegated authority reduce, remove or minimise such risk or report potential hazards/risks (and possible solutions) to the relevant manager/supervisor or Health, Safety and Environment representative;
- 17.4 To continually find ways and means of improving the efficiency of the work being undertaken by initiating and/or recommending process improvement and to take part such cross functional business projects;
- 17.5 To maintain all records under my responsibility in accordance with Westernport Water's Records Management Policy Trim Ref INT09-00392; and
- 17.6 To act in an environmentally responsible manner at all times and report any environmental issues or incidents (and possible solutions) in accordance with Westernport Water's Environmental Management System to assist the Corporation manage its environmental impact.

Prepared by: Benita Russell
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Date:

Approved by: Murray Jackson
Managing Director

Date: