

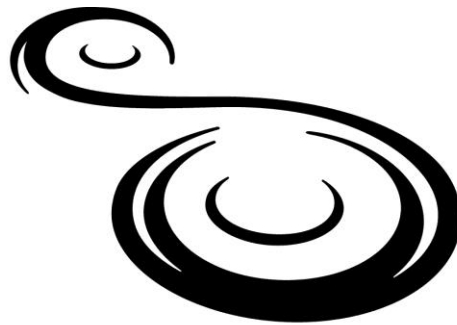


**Application Package for the position of**

## **HR ADVISOR**

Human Resource and Customer Service Department

with



**Somerseet**  
REGIONAL COUNCIL

- \* Position Description
- \* Selection Criteria
- \* Advertisement
- \* Job Application Guidelines

**Applications close at 5pm Friday, 7 June 2019.**

## Position Description

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<b>Title:</b>	<b>HR Advisor</b>
<b>Reports to:</b>	<b>Director Human Resources and Customer Service</b>
<b>Award:</b>	<b>Queensland Local Government Industry (Stream A) Award – State 2017</b> (as amended or replaced)
<b>Agreement:</b>	<b>Somerset Regional Council Certified Agreement - 2015</b> (as amended or replaced)
<b>Classification:</b>	<b>Level 3 – 5</b> (dependent on qualifications and experience) Division 2 - Section 1_Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services
<b>Salary range:</b>	<b>\$61,188.40 - \$86,053.24</b> (dependent on qualifications and experience)
<b>Location:</b>	<b>Esk</b>

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### **Position Objective:**

The purpose of this role is to contribute to the overall efficiency and effectiveness of the Human Resources department by providing comprehensive support in the delivery of high level services and programs; whilst demonstrating a high degree of judgment, initiative, confidentiality and sensitivity to duties ensuring activities are aligned with organisational goals and strategic direction.

### **Position Requirements:**

#### (a) Experience/Qualifications

- Tertiary qualifications in Human Resource Management or similar with relevant experience; or lesser formal qualifications with substantial years of relevant experience
- Demonstrated experience in providing high-level support in human resource and industrial relations matters for a medium to large award and industrial agreement based organisation
- Accredited and experienced rehabilitation and return to work coordinator or undertaking to gain qualification
- Accredited workplace trainer and assessor or undertaking to gain qualification (desirable)
- Employment experience in a commercial role in an externally audited organisation
- Experience in a pragmatic and flexible working environment

#### (b) Knowledge

- Knowledge of Local Government operations, functions, legislative requirements and structure or the ability to quickly acquire such knowledge
- Demonstrated understanding of the legal framework for human resources management in a local government context
- Working knowledge of current legislation and statutory requirements relevant to the work area, particularly in relation to Government, Industrial Relations, Workers' Compensation and Rehabilitation and Workplace Health and Safety
- Detailed knowledge of industrial instruments and certified agreements
- Knowledge of recruitment and selection practices, in line with relevant legislation
- Ability to maintain personnel records within requirements of relevant legislation
- High level knowledge in the use of databases, spreadsheets and Microsoft Office suite
- Working knowledge of Civica Practical Plus or similar financial software
- Knowledge of work procedures and policies relevant to the work area

#### (c) Skills

- High level interpersonal skills including the ability to maintain and handle sensitive and confidential situations and documentation



- Strong ethical and professional behaviour and the ability to establish and maintain good working relationships
- Effective time management, planning and organisational skills with the ability to work with minimal supervision and direction
- High level of written and verbal communication skills, including competent correspondence and report writing
- Interpretive skills including ability to interpret complex legal documents such as industrial awards, industrial agreements etc
- Well-developed research, analytical and problem-solving skills
- Advanced data analysis skills using databases, spreadsheets and other tools
- Advanced numeracy and literacy skills
- Advanced skills in Microsoft Office suite of applications
- High level of proficiency in the use of a range of computer applications and office equipment and the ability to learn and use new applications

(d) Other

- Current Open Queensland Drivers Licence – unrestricted
- Ability to maintain a high level of professional confidentiality and discretion when working with private and/or sensitive information within the workplace and community
- The incumbent:
  - will be required to provide a National Police Certificate with the outcome to be acceptable to the Chief Executive Officer;
  - will be required to complete a pre-employment medical and functional capacity assessment with the outcome to be acceptable to the Chief Executive Officer;
  - may be required to work at different locations across the Somerset Regional Council area from time to time;
  - must maintain a high standard of personal appearance and dress appropriately for a professional office environment, wearing the corporate wardrobe where provided.

**Responsibilities:**

The key responsibilities may be modified from time to time to ensure that outcomes are coordinated within Council's Operational and Corporate Plans. Without limiting the above, the key responsibilities of the position holder shall include:

- Provision of comprehensive support and assistance with all employment, human resource and industrial relations functions, exercising sound judgement, initiative, sensitivity and confidentiality, including but not limited to:
  - Initial point of contact and specialist advisory function for directors, managers and employees in relation to a broad range of general and employee relations related issues of an often complex and sensitive nature.
  - Respond to staff enquiries in a timely manner regarding employment conditions, EBA/Award interpretation and other specific human resource matters.
  - Assist in the delivery of expert and confidential support for disciplinary processes in accordance with the Local Government Act.
  - Assist in the coordination, implementation and evaluation of human resources initiatives and projects.
  - Coordinate and participate in Council's recruitment and selection processes ensuring that processes are conducted in accordance with relevant legislation, Council policy and best practice business requirements.
  - Coordinate Council's corporate induction program and deliver the human resource component as required.
  - Manage probationary period documentation and assist with performance issues where necessary.
  - Administration of annual training and development plans, coordination of corporate training and in conjunction with the Director Human Resources, monitor the training budget.
  - Assist in the coordination and implementation of performance review processes including the review and assessment of position descriptions as required.
  - Undertake the role of Rehabilitation and Return to Work Coordinator as per legislative obligations of the Workers' Compensation and Rehabilitation Act and apply a working knowledge of the legislation.
  - Coordinate return to work programs recognising current workplace rehabilitation best practice guidelines.



- Prepare all internal and external human resources correspondence and documentation ensuring compliance with employment conditions and legislative requirements.
- Personnel administration; being the management and maintenance of all personnel records and relevant databases.
- Provide statistics, information and reports to Directors, Managers and relevant agencies as required.
- Administer Council's traineeship program by providing support to trainees and supervisors, administration of training contracts, claims for funding incentives and financial reporting.
- Liaise with the Payroll section of the organisation in an advisory capacity on human resource related queries, and provide comprehensive support as required.
- Oversee the coordination of Council's uniform requirements as per policy provisions.
- Support the Director Human Resources and Customer Service in the continuous improvement of all human resource policies and procedures.
- Perform any other duties that are reasonably within the competency, skills and training of the incumbent as may be directed from time to time by the Director Human Resources and Customer Service and / or Chief Executive Officer to ensure the overall efficiency of the department and other departments within the organisation.
- Maintain confidentiality of Council information obtained during the course of employment.
- Represent the Council to the public and members of other organisations in a positive manner.
- Actively participate in and contribute to a team orientated environment working co-operatively with colleagues and other Council sections.
- Take reasonable care of your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
- Comply with any reasonable instructions provided by Somerset Regional Council to ensure work is conducted in accordance with the requirements of the Workplace Health and Safety Act, Regulations, Codes of Practice and Council's Safety Management System.
- Consult within your work team during any risk assessment of tasks and ensure that any identified control measures are understood, in place and adhered to.
- Eliminate or report hazardous conditions and work practices that come to one's attention, and report promptly any incident that involves work-related injury or illness, a near miss or damage to property or the environment.
- Use properly and maintain, or seek replacement as necessary, all personal protective equipment provided for own and subordinates workplace health and safety.
- Responsible for compliance with Council's Information Management Policy, to make and electronically record full and accurate records of all relevant business activities within Council's electronic records management system.
- Security of Council information viewed or accessed during the performance of your duties is contained in the provisions of the Employee Code of Conduct. Subsequently, as a Council employee, you are required to ensure the security and appropriate intended use of Council information at all times.
- The employee will support Somerset Regional Council's Customer Service Policy and Protocol and will comply with the provisions and principles contained in the policy and the commitment to customer service.
- In addition to the key duties and responsibilities, the incumbent is responsible and accountable for adhering to Council's Employee Code of Conduct, all Council policies and supporting Council's overall Corporate Plan and objectives.
- Other duties as delegated by the Director Human Resources and Customer Service and / or Chief Executive Officer that will assist the department or the organisation as a whole in reaching Council's objectives as detailed in the Corporate and Operational Plans.

#### **Performance / Skill Standards:**

##### Accountability

Accountable to the Director Human Resources and Customer Service

##### Extent of Authority

- Freedom to act within established guidelines and procedures
- Assistance is available when problems occur





#### Performance Standards

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Director Human Resources and Customer Service recognising those standards as outlined in Council's Corporate Plan and supporting Operational Plan.
- Work shall be performed in accordance with accepted industry standards, quality assurance standards and in compliance with Workplace Health and Safety Act and other legislative requirements or standards which may be appropriate and including Council policies, procedures and local laws.
- Allocated tasks shall be completed consistently within agreed time frames.
- Active participation in planning and recommending possible ways in which allocated tasks can be carried out more effectively and efficiently.
- Demonstration of a spirit of cooperation towards other employees and the achievement of Council's aims and objectives.



## Selection Criteria

- SC1. The following qualifications, practical experience and licences:
- Tertiary qualifications in Human Resource Management (or equivalent) or related discipline with significant demonstrated experience working within the human resource sector for a medium to large organisation.
  - Accredited Rehabilitation and Return to Work Coordinator or demonstrated experience in a similar role
  - Accredited Workplace Trainer / Assessor or demonstrated experience in a similar role
  - Current Open Queensland drivers licence (Class C).
- SC2. Demonstrated experience in the provision of professional human resource advice, support and expertise across a medium to large organisation in relation to the operation of relevant policies, procedures, industrial instruments and certified agreements.
- SC3. Highly developed interpersonal and communication skills, demonstrating strong ethical and professional behaviour, including the ability to establish and maintain effective working relationships while operating effectively in a team environment.
- SC4. Demonstrated experience in the coordination and participation in all aspects of recruitment, selection and onboarding processes.
- SC5. Demonstrated knowledge and experience in vocational education and training, and organisational learning and development.
- SC6. Demonstrated experience in the development, review and implementation of human resource policies, procedures and reports.
- SC7. Demonstrated effective skills in time management, planning, organising, researching and problem solving with the ability to work with minimal supervision and direction



## Advertisement

Due to the retirement of several long-standing employees, Somerset Regional Council is seeking highly motivated, suitably qualified and experienced professionals to support Council in the following rewarding roles.

### **HR ADVISOR**

Reference No: HR033/19 | Permanent Full-Time

### **INTERNAL CONTROL COORDINATOR**

Reference No: HR034/19 | Permanent Full-Time

### **RATES OFFICER**

Reference No: HR035/19 | Permanent Full-Time

Attractive salaries and conditions are being offered in accordance with the Queensland Local Government Industry (Stream A) Award – State 2017 and Somerset Regional Council's Certified Agreement.

Successful applicants will also have access to additional employment benefits including, but not limited to:

- Potential pay progression path
- Nine-day fortnight
- Up to 12% employer superannuation contributions
- Continued professional development opportunities
- Work-life balance
- Employee assistance and staff wellness program
- Employment with a financially strong organisation

Application packages are available from (07) 5424 4000 or [www.somerset.qld.gov.au](http://www.somerset.qld.gov.au) or.

**Applications, specifically addressing the selection criteria, must be submitted by 5pm Friday, 7 June 2019.**

**Mail:** Chief Executive Officer  
Somerset Regional Council  
PO Box 117, Esk Qld 4312

**Email:** [mail@somerset.qld.gov.au](mailto:mail@somerset.qld.gov.au)

**Phone:** (07) 5424 4000

**Fax:** (07) 5424 4099

**Somerset. Real Country. Real Adventure.**



## **Job Application Guidelines**

### **Introduction**

Thank you for your interest in the recently advertised position with Somerset Regional Council.

The assessment for selection is based on the merits of each applicant in relation to the responsibilities and functions of the vacant role, and specifically the key selection criteria, as outlined in the advertised application package.

This booklet has been prepared as a guide for job applicants and includes an explanation on how to address the key selection criteria based on your own experiences so that you address the relevant selection criteria, as they pertain to this role at Council.

### **Location and Brief History**

Somerset Regional Council was formed on 15 March 2008 following an amalgamation of Esk Shire and Kilcoy Shire Councils.

Somerset Regional Council has a Mayor and six (6) Councillors, each is elected by their constituents, and serve a four (4) year term.

This regional local government is an hour west of Brisbane and is the fastest growing local government area in south east Queensland. It has strong agricultural, environmental, heritage and tourism values. It contains important vegetation and forest, areas of high scenic and landscape amenity and significantly, the key water catchments for southeast Queensland.

The Somerset region has an area of 5382 square km and includes five major townships, Esk, Fernvale, Kilcoy, Lowood and Toogoolawah. The region is home to approximately 25,000 people and is expected to grow to an estimated 34,500 by 2031. Somerset's neighbouring local governments are Lockyer Valley, Ipswich City, Brisbane City, Moreton Bay, Sunshine Coast, Gympie, South Burnett and Toowoomba.

Somerset Regional Council's logo represents the region's two major dams, with the larger body of water representing Wivenhoe and the smaller body being Somerset. The overall shape of the icon with the water flowing from Somerset to Wivenhoe creates the shape of a clear "S", which uniquely identifies this water graphic to be that of Somerset Regional Council.

### **Recruitment and Selection**

All applications are assessed against the key selection criteria listed in the advertised application package, taking into consideration the following:

- Skills and abilities;
- Underpinning knowledge;
- Qualifications;
- Relevant work experience.

### **Your Application**

Have you obtained a copy of the application package for the position you are applying for?

If not, visit Council's Website ([www.somerset.qld.gov.au](http://www.somerset.qld.gov.au)) to download a copy, or phone Council on (07) 5424 4000 to request a copy. Upon request, a Council officer will post or email you a copy. Alternately you can visit the administration centre located at 2 Redbank Street, Esk; or one of the customer service centres located at corner Michel and Michel Street, Lowood or 15 Kennedy Street, Kilcoy.

If you would like to find out more about the position than what is explained in the application package, phone Council and you will be directed to the human resources section for further assistance.

You will need to submit a completed Application Cover Form, your letter of application, an up-to-date resume and your statements addressing the Key Selection Criteria. It is important that you provide a completed





Application Cover Form as this will ensure it is clear which position you are applying for and list your contact details.

### Position Description

The position description, listed in the application package, is the major source of information regarding the position you are applying for.

You should read this document carefully. It includes the following information:

- Details of the position
- Primary delegations, accountability and responsibilities
- Reporting / responsibility lines
- Performance criteria and measurements; and
- Selection criteria

### Introduction to Selection Criteria

It is important to note that this guide will continually refer to “selection criteria” and you must address the selection criteria as part of your application.

The selection criteria are the skills, abilities, experience, knowledge and qualifications that the position defines as essential to effectively and efficiently perform the role.

The degree to which applicants meet the selection criteria is a fundamental component of the overall selection process.

You should compile a statement that concisely and adequately illustrates how you meet each of the criteria. It is not enough to simply state that you meet the criteria. You should provide examples of how you meet them and where you have had relevant work experience. You can also include transferable knowledge, skills or abilities in areas relevant to the defined selection criteria, which you have developed outside the workplace.

Failure to address the selection criteria prevents the panel from being able to easily and accurately assess your competencies and may exclude you from further consideration.

### Your Resume

Your resume should provide your personal contact details as well as your educational qualifications, work history, special skills or qualifications, training details and referees, plus any other information that may assist your application for the position. Be clear, concise and informative.

Include names, position titles, addresses and contact numbers of at least two (2) recent referees. The best referees are those that are current, and that can discuss your working experience relevant to the advertised key selection criteria.

### Closing Date

Applications should be submitted before 5pm on the closing date for the position and should be forwarded to:

<b>Post to:</b> (Reference No.) Chief Executive Officer Somerset Regional Council PO Box 117 Esk Qld 4312	<b>Deliver to:</b> Esk Administration Office 2 Redbank Street, Esk;  Marked: (Reference No.) Chief Executive Officer	<b>Email to:</b> mail@somerset.qld.gov.au  Marked: (Reference No.) Attention: Chief Executive Officer
PLEASE NOTE: ensure you state the position number (in the job advertisement) of the position for which you are applying. <u>No folders please.</u>		



It is recommended each applicant contact Council to ensure the sent application has been received prior to the closing date.

Should your application be submitted via email, request a delivery / read receipt prior to sending.

If your application is likely to be late, please telephone before cut off deadline and request permission for a late application to be accepted. Please note, only the Chief Executive Officer has the ability to accept a late application, and without prior approval it is unlikely to be accepted.

Following the closing date, all applicants will be sent a letter acknowledging receipt of their application. Your application will be recorded and the selection process will be managed by the Human Resources section. If you are short-listed you will receive a letter or phone call to invite you to attend testing and /or interviews. When the selection process has been completed all applicants will be advised whether they have been successful or unsuccessful.

### **Interview**

Should you be invited to attend an interview it is important that you plan and prepare adequately. The interview provides the opportunity for the selection panel to confirm your qualifications, knowledge, experience and personal qualities against the needs of the position. It also provides you with the opportunity to find out more about the position and Council.

All interviews are conducted by a selection panel, which would usually consist of three (3) Council officers. During the course of the interview you will be asked a series of questions to determine how well you meet the key selection criteria.

You will be notified of the outcome of the interview process. If you are unsuccessful you will have the opportunity to obtain post-selection feedback from the human resource department, upon request.

### **Privacy Collection Notice**

All personal information provided by applicants is protected in accordance with Council's Privacy Policy.

Submission of an application, resume and copies of qualifications and references constitutes permission to use the applicant's personal information as necessary for the purpose of selection for the vacant position and subsequent employment, if successful.

The information you provide as an applicant is used primarily by the selection panel to assess merit for a position. Access by other Council staff is limited to what is required to enable them to undertake associated administrative requirements, e.g. processing applications, arranging interviews and/or pre-employment assessments.

### **Conditions of Employment**

#### **Pre-Employment Checks**

As per Council's Fraud Management Policy, successful applicants will be requested to undergo a National Police Check prior to commencing work with Somerset Regional Council with the outcome acceptable to the Chief Executive Officer.

Other pre-employment checks, with outcomes to be acceptable to the Chief Executive Officer, may also be required including but not limited to:

- Medical / Functional Capacity assessment;
- Blue Card for working with children.



### **Hours of Work**

Most employees currently work a 76-hour fortnight, incorporating a nine-day fortnight. The times below are the general start and finish times for the staff. Some teams work different hours depending on work requirements.

#### **Field Staff**

Start: 6.00 - 6.30am  
Finish: 3.00 - 3.30pm

#### **Administration Staff**

Start: 8am  
Finish: 5pm

As part of Certified Agreements, start and finish times may be altered by mutual agreement.

### **Superannuation**

As of 1 July 2017 all employees of Somerset Regional Council have a choice of superannuation fund. The Queensland Local Government Superannuation Scheme (LGIA Super) remains the default fund for all employees. Information on this scheme will be provided upon commencement.

### **Staff Development and Training**

Council is aware of the need for the development of its staff. Field and administration staff will have performance appraisals completed annually.

Employees are encouraged to undertake training relevant to their duties and to undertake study in approved courses.

### **Workplace Health and Safety**

All employees starting with Council must commit to the employee obligations of the Workplace Health and Safety Act and associated Regulation and Codes of Practice.

### **Smoke Free Workplace**

Council provides a smoke free work environment. Smoking is prohibited in Council buildings, vehicles and plant. This applies to all employees, elected members and visitors.

### **Probation**

It is a standard for all Council employees to be placed on a probationary period of three (3) months upon commencement with performance being reviewed during this period.

A further probation period of up to three (3) months may be agreed to in writing if the required standards have not been met.

### **Additional Information**

Additional information about Somerset Regional Council can be found at [www.somerset.qld.gov.au](http://www.somerset.qld.gov.au).

**Thank you for the interest you have displayed in working for our organisation.**



## Application Cover Form

Please attach this form to the front of your application

*(Note to the Applicant – Please write clearly and legibly)*

### POSITION DETAILS

Title of Position Applied for: **HR033/19 – HR ADVISOR**

### PERSONAL DETAILS

First Name: Middle Name: Surname/Family Name:

Street Address:

Town/Suburb:

Post Code:

#### Contact Numbers

##### BUSINESS HOURS

Phone:

Mobile No.:

Fax No.:

Email Address:

##### AFTER-HOURS

Phone:

Mobile No.:

Fax No.:

Email Address:

#### For your application to be considered, you MUST include the following:

- ☐ Application Cover Form
- ☐ Application Letter
- ☐ Resume
- ☐ Statement addressing the Key Selection Criteria

#### How were you notified of this job opportunity: (please tick ✓)

Newspaper Advertisement

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Courier Mail        | <input type="checkbox"/> The Somerset                        | <input type="checkbox"/> SEEK Website                        |
| <input type="checkbox"/> Toowoomba Chronicle | <input type="checkbox"/> Kilcoy Sentinel Community News      | <input type="checkbox"/> Other website - please specify..... |
| <input type="checkbox"/> Queensland Times    | <input type="checkbox"/> Qld. Local Government Job Directory | <input type="checkbox"/> Internal                            |
| <input type="checkbox"/> Gatton Star         | <input type="checkbox"/> Somerset Regional Council Website   | <input type="checkbox"/> Other - please specify.....         |

### PRIVACY DISCLAIMER

Your application will only be used for the position for which you apply. If Council would like to use your application for a further vacancy(s) your permission will be sought. The only people who will handle your application will be the staff involved in the selection process and management/filing of Council correspondence, unless otherwise authorised or required by law.

### APPLICANT DECLARATION

I declare that to the best of my knowledge all the information provided in support of my application is true and correct.

Applicants Signature: .....

Date: