

Position Description

Position Title:	People & Culture Officer
Position Number:	HRM 113, 114, 134
Department:	People, Culture & Safety
Reports To:	Principal People & Culture Business Partner, People & Culture Business Partner
Direct Reports:	Nil

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

The People, Culture and Safety Department works in partnership with all divisions of Council with a focus on ensuring Council builds the capacity of its employees and business to achieve its long-term strategic and operational goals.

Position Purpose

The People and Culture Officer will provide day to day advice and support to the (Corporate Services, Infrastructure Planning, Planning, Engineering, Construction and Maintenance, Community and Environmental Services) team for all people matters that relate to the employee lifecycle, including but not limited to:

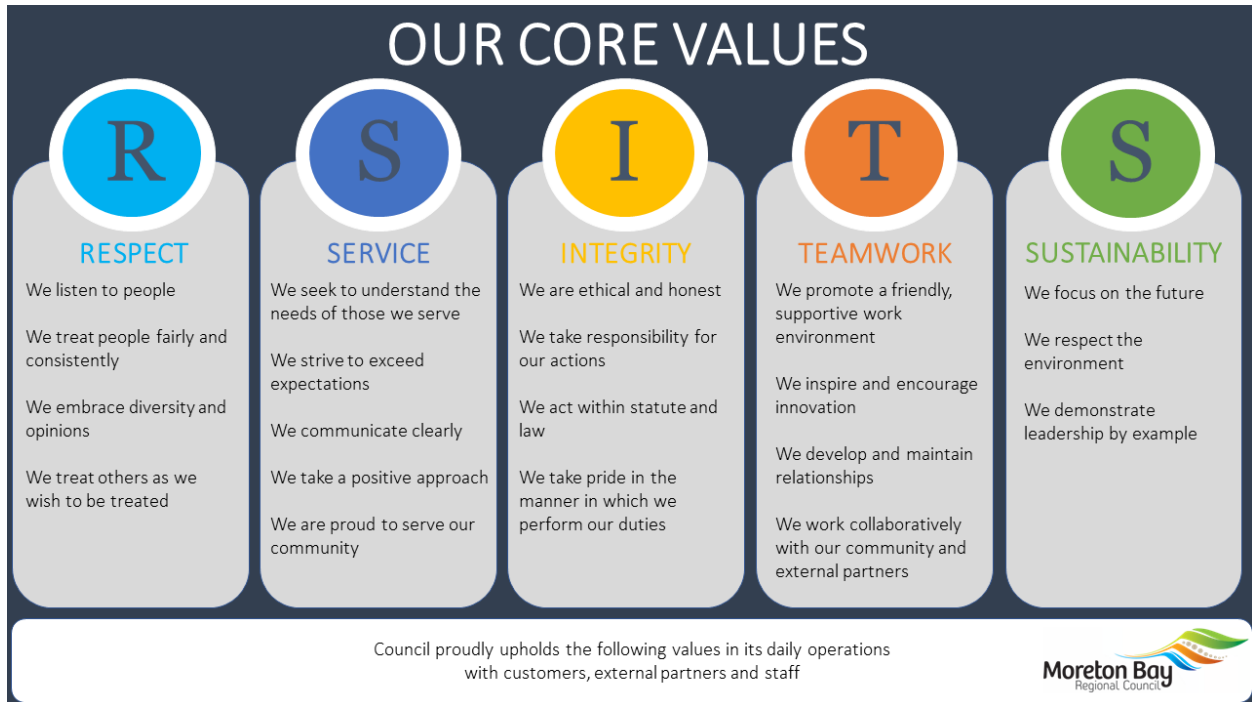
- Salary queries,
- EBA and Award interpretation,
- Employment Contract terms,
- Role grading and remuneration advice,
- Position Description development,
- Secondment and higher duties arrangements,
- Offboarding and exit interviews.

You will also provide support to the People and Culture Business Partner for performance matters, grievances, investigations and support the development and implementation of policies and procedures.

Specific Accountabilities

Description
Organising and Operating
Manage and respond to queries related to the full employee lifecycle.
Provide day to day human resource advice and information to employees and leaders in a timely and professional manner.
Support workplace investigations and performance management processes.
Provide coaching and training to leaders and employees on new policies and processes.

Contribute to the development and review of, and maintain knowledge of contemporary human resource policies, practices and procedures.
Ensure compliance with all legislation, approved standards, policies and procedures relating to the department's practices and processes.
Workforce Capability
Deal with discipline issues and/or staffing complaints quickly and impartially, referring them to the People and Culture Business Partner, Principal People and Culture Business Partner or People Experience Manager as appropriate.
Develop and maintain a work environment that encourages participation, teamwork, innovation and excellence.
Effectively address any issues, communicating regularly with team members and stakeholders and building commitment to process improvement and customer service.
Quality and Compliance
Comply with all relevant regulatory and Council policies on information and security, industrial relations, workplace health and safety and any other relevant legislation.
Maintain confidentiality and discretion at all times.
Interpret awards and legislation to support employment related matters and provide proactive guidance to leaders.
Cooperate with any requests for information and records that are sought by the Manager Legal as part of any official investigation.
Provide administrative assistance in the facilitation of document management processes within the department in accordance with corporate records management procedures and standards.
Stakeholder Relations and Engagement
Partner with the broader People, Culture and Safety team to deliver people projects and programs.
Develop and maintain relationships with customers and stakeholders to increase the effectiveness and profile of the department.
Constructively deal with any customer service/complaints referred for action.



Work location

You may be required to perform your role from any work location within the region.

Diversity undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Position Dimensions

Staff Resources: ~ Nil
Section or program budget: ~ Nil

Decision Making Authority

Policy: Interprets and applies policies
Staffing: Nil

Knowledge, Experience, Qualifications and Attributes

- Tertiary qualification in human resources, business management or relevant generalist HR/ER experience
- 2+ years HR generalist experience
- Demonstrated problem solving skills, including the ability to identify opportunities for improvement and develop solutions
- The ability to build relationships effectively with key stakeholders
- Current C class driver's licence.

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____