

# BARKLY REGIONAL COUNCIL



## Senior Human Resources Coordinator (1420000)

### 1. Position Objectives

The Senior Human Resources Coordinator provides practical, timely support, advice, and direction to Barkly Regional Council employees on the full life cycle of HR activities. Activities and support include HR policy and procedures interpretation, providing support to management and supervisors on employee relations, as well as compensation and benefits practices.

The Senior Human Resources Officer is the key point of contact for all employees and serves to facilitate the timely engagement of employees working in all remote communities. This position truly is a generalist in its nature.

*It is a requirement of this position that the position holder is willing and able to travel and work in remote communities located within the Barkly Regional Council area; and that the position holder agrees that this requirement may, from time to time, require the position holder to stay overnight.*

### 2. Key Responsibilities

#### Organisational HR Operations – Employee Life Cycle

- Raises HR-related issues with managers in a proactive and diplomatic fashion, identifying practical solutions and appropriate action plans.
- Reviews, revises, and streamlines general HR procedures and forms to enhance efficiency and effectiveness.
- Uses outside resources in order to address employee issues and concerns as needed.
- Conducts exit interviews, identifying trends and recommending actions to address concerns.
- Develops and maintains periodic human resources reports for management, using standard HR-related metrics.
- Develops, updates, implements, and/or communicates personnel policies and procedures in compliance with standard HR practices, laws, and regulations.
- Assists the Recruitment Coordinator with the recruitment processes including on-boarding and off-boarding activities.

#### Remote Communities HR Operations

- You will engage with Coordinators and Team Leaders on a variety of HR issues and initiatives while providing clear guidance and communication related to employee relations, compensation, benefits and recruitment selection and retention.
- You will assist Coordinators and Team Leaders in the annual performance review process.
- Identifies areas for proactive engagement of local workforces in various communities with the goal of providing engaging HR service.
- Remain up to date with hiring trends, implement creative hiring strategies, and run new initiatives to build the pipeline of top-quality recruits.
- Assist in managing the internal job applications process including maintaining the recruitment staff hub and driving internal awareness of opportunities for development and advancement.
- Manage Employee Open Days including participating in job fairs.

## Compliance

- Conduct periodic internal audits to ensure compliance with Federal and Territory statutes and regulations.
- Assist with the compilation of statistics and material in support of affirmative action and various compliance requirements.
- Identifies avenues for communication and knowledge sharing via sharing tools and other innovative methods.
- Maintain all HR files (public and private) in easy-to-navigate electronic files, in compliance with document retention policies.
- You will be familiar and comply with and comply with Barkly Regional Council policies and procedures.
- To assist the Recruitment Coordinator that all essential checks are completed for new members of staff (e.g., Working with Children Checks, health questionnaires, references, proof of eligibility to work in Australia) are carried out for new members of staff.

## Other

- You will be required to perform your duties in Tennant Creek or elsewhere within the Barkly Regional Council authority area as reasonably directed by the Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

## Our Values

Our values inform how we work and are reflected in our employees and services.

Our values are founded in the service standards and are lived out through our interactions with each other.

- ✓ We believe that all people in all communities are equal in dignity and have equal rights.
- ✓ Our employees are committed to working with people and communities in a way that values them, that are non-discriminatory, and that promote social justice.
- ✓ We are committed to the common good. Our employees work with people to ensure that they have access to the resources and services they need to effectively participate in the community.
- ✓ Our employees value the contributions of clients and communities and foster local community-driven services.
- ✓ Our Reconciliation Action Plan will be used to create a greater understanding of how we can best deliver services and support to all communities of the Barkly.

## 3. Key Accountabilities

- Lead and promote the development, implementation, and operation of a comprehensive range of human resource capabilities.

- Work collegially with the HR Team to proactively assess and validate potential human resource risks, in order to formulate effective management strategies.
- Foster and maintain relationships with key stakeholders internally and externally.
- Act as an HR champion, facilitating a positive culture of best practice HR management across the Council, providing high-level, accurate, and timely advice and information to the HR Manager.
- Mentor and lead Council staff with an emphasis on professional development in order to build capability and promote a positive culture.
- Develop new policies and procedures that drive and support the strategic direction of the department.
- Prepare correspondence and briefings for a broad range of stakeholders on key human resource and employment relations matters.

#### 4. Organisation Relationship

<b>Position Title:</b>	Senior Human Resources Coordinator (1421000)
<b>Reports to:</b>	Manager Human Resources (1420000)
<b>Department:</b>	Office of the CEO
<b>Supervises:</b>	N/A
<b>Internal Liaison:</b>	Chief Executive Officer Manager Human Resources Recruitment Coordinator Senior Training Coordinator Other Council Staff
<b>External Liaison:</b>	Government and Non-Government Departments Employment Services Providers Rate Payers, Residents, and Visitors

#### 5. Knowledge and Skills

##### Organisational:

- Knowledge and understanding of Aboriginal Culture.
- High level of tact, diplomacy, and confidentiality.
- Highly developed computer skills.
- Excellent time management and organisational skills.
- The ability to work within a team environment whilst also producing results working independently.
- Ability to manage multiple tasks effectively with a degree of flexibility within a changing work environment.

##### Interpersonal:

- Ability to source cooperation and assistance from other staff, management, and community members to achieve the position objectives.
- Demonstrated ability to work within tight timeframes and regularly monitor key deliverables.

- High ethical standards and personal integrity.
- A willingness and ability to work in a challenging environment.
- Responds positively to change.

#### Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.
- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

#### Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.
- Take responsible care to ensure one's own safety at work and that of other staff within the workplace.

### 6. Essential Criteria – Qualifications, Skills, and Experience

1. Bachelor qualification in Human Resources, Administration, Management, or other relevant qualification and/or 3 years relevant experience in Human Resources.
2. Critical thinker with a constructive approach to problem-solving. Will have the ability to identify issues and opportunities and provide recommendations and solutions in order to reach consensus with multiple stakeholders.
3. Well organised with demonstrated ability to perform and prioritise multiple tasks in a fast-paced, high-volume environment.
4. Demonstrated ability to write clear, accurate, and concise reports.
5. Knowledge of Aboriginal and Torres Strait Island culture including current and emerging issues.
6. A current Northern Territory manual driver's license
7. A current National Criminal History Check (within the last 3 months).
8. A current Northern Territory Working with Children Clearance (Ochre Card)

### 7. Desirable Criteria

1. Knowledge of the Local Government Act 2019 (NT)

### 8. Wages and Allowances

<b>Classification:</b>	Level 9 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2023</i>
<b>Status:</b>	Full-Time - Permanent
<b>Annual Salary:</b>	\$91,220.34 per annum (\$3,508.47 gross per fortnight)

**Zone Allowance:** Tennant Creek Zone Allowance \$1.8900 per hour

**SCG:** 11.5%

### 9. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.

  
\_\_\_\_\_  
Chris Kelly  
**Chief Executive Officer**

4 / 10 / 2024  
Date

### 10. Acceptance

I, \_\_\_\_\_, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date