


POSITION DESCRIPTION – Human Resources Officer (Recruitment and Training)

Position title	Human Resources Officer (Recruitment & Training)
Classification	Level 4 (Municipal Officer) ASTC EA
Position no.	P2150
Responsible to	Manager Human Resources
Position status	Permanent, full-time
Position description approved	 14.12.18

Primary Objective

Organise Council's recruitment as well as training and professional development for Council employees. Provide support to the Human Resources team.

Key Responsibilities

Recruitment

1. Coordinate the Council recruitment function ensuring that all recruitment processes are conducted in a logical and timely manner and comprehensive recruitment records are maintained
2. Prepare positions vacant advertisements, position descriptions and recruitment interview questions
3. Participate in short-listing panels and recruitment interview panels, conduct reference checks, assist in selecting successful candidates and prepare recruitment reports
4. Carry out post recruitment tasks including record keeping, organising medicals and criminal history checks

Training

5. Liaise with managers, supervisors and employees to identify specific training requirements for Council
6. Investigate training options which effectively meet identified Council training requirements
7. Organise Council training activities including developing training schedules, identifying appropriate course participants, hiring training providers and booking training facilities
8. Coordinate all post-course activities, including evaluating training activities and maintaining Council training records
9. Carry out periodic skills audits and training competency on behalf of the organisation
10. Assist with policy making and directions on training and development for Council
11. Manage the traineeships, apprenticeships and other employment initiatives of Council as required

Other Functions

12. Coordinate the Council Performance Appraisal system
13. Prepare Return of Service Obligation documents for relocation and training
14. Assist with the provision of Human Resources support and advice for management and employees including participating in relevant workplace committees
15. Assist with the development of Human Resources policies and procedures.
16. Provide support to the Human Resources team and relieve in other Human Resources positions in times of absences in areas including Workhealth Safety & Welfare, Workers Compensation and Performance Management

Delegations

Nil

Supervisory Responsibilities

Nil

Qualifications

Tertiary qualifications in Human Resources, training or other relevant fields are desirable

Selection Criteria

Essential

1. Substantial experience with all aspects of a workplace recruitment process
2. Ability to effectively identify training needs, organise a range of training programs and evaluate training programs
3. Experience with the implementation of workplace performance appraisal systems
4. Sound written and verbal communication skills, including report and policy writing skills
5. Excellent interpersonal skills, with the ability to interact effectively with, and provide advice to, a wide cross-section of people at the workplace
6. Ability to work effectively as part of a team

Desirable

1. Knowledge and understanding of Equal Employment Opportunity and Anti-Discrimination legislation and its impact on this role
2. Understanding of competency based training and the National Training Framework
3. Tertiary qualifications in Human Resources, training or other relevant fields
4. Experience in a range of HR functions including Workhealth Safety & Welfare, Workers Compensation and Performance Management
5. Current C-class drivers licence to be able to operate a motor vehicle in the Northern Territory

Employee Signature

Date

Employee Name