



APPLICATION PACKAGE

HUMAN RESOURCES COORDINATOR



HUMAN RESOURCES COORDINATOR

The Shire of Boddington is a values driven organisation proud to be providing our community with a diverse range of services. We are focused on working together, and delivering efficient and innovative ways of serving the community.

The Shire is seeking a motivated individual to join our Corporate Services team. The Human Resources Coordinator is responsible for the development, support, and advice for all aspects of human resource management, as well as coordinating the delivery of the Shires Work Health and Safety Program.

The successful candidate will have experience in a similar role, and have outstanding administration skills, with a keen eye for detail to produce high quality work. Excellent communication and interpersonal skills are essential, as well as highly developed organisational skills.

A competitive salary package of up to \$93,138 per annum is on offer, inclusive of;

- Cash component up to \$80,624 inclusive of allowances
- Superannuation
- Training and development opportunities

This is an excellent opportunity for someone looking for work/life balance, with the position offered on a flexible basis, between 64 - 76 hours a fortnight.

The successful candidate will be required to provide a satisfactory National Police Clearance.

An application package along with the position description can be obtained from www.boddington.wa.gov.au. For any further queries about the role and the application process, please contact Cara Ryan, Executive Manager Corporate Services on 9883 4999 or cara.ryan@boddington.wa.gov.au.

Applications for this position have been extended to 4.00pm 9 December 2022 and should be submitted [to hr@boddington.wa.gov.au](mailto:hr@boddington.wa.gov.au).

BODDINGTON PROFILE

Nestled on the banks of the Hotham River is the township of Boddington. Located within easy reach of the metropolitan area, the Boddington Shire boasts rural living at its best with essential services close at hand.

A relatively young town, Boddington was originally gazetted in 1912. The name Boddington comes from Henry Boddington a shepherd who grazed his sheep on the banks of the Hotham River in the late 1800's. European settlers first came to the district in the early 1860's. The district had several localities, Marradong, Crossman, Hotham, Camballing, Lower Williams and Quindanning. Many of the early settlers set up their farming operations in these locations and built communities around their farms.

The region was originally home to the Noongar people who used the area seasonally for food and water as well as quarrying stone and ochre mining. Many of the Aboriginal people worked in the agricultural industry after the settlers came, providing labouring and shearing services.

In addition to farming, the town had a number of key industries including timber, which led to the construction of a railway line from Dwellingup to Boddington and then on to Narrogin that was used to cart the timber to local sawmills. The town also had a Tannin Extracts Factory, which provided employment into the 1960s. The town's main industries now are agriculture and mining, with gold being the main mineral produced.

Boddington has been recognised as an ideal location for hobby farms and retirees. Orchards (nectarines, peaches, apples, olives), vineyards, Bluegum plantations, marron farming, donkey breeding, lavender farming and Protea trees are some of the diverse industries introduced into Boddington over the past two decades.

Boddington offers residents all the essential services they need to enjoy a more relaxed way of life without sacrificing on convenience. With an established school, shops and recreational facilities, Boddington really is the best of both worlds.



INFORMATION AND STATISTICS

COUNCIL

Shire President: Garry Ventris
Deputy Shire President: Eugene Smalberger
Councillors: Coert Erasmus
Earl Schreiber
Ian Webster
Lee Lewis
Andrew Ryley

Office: 39 Bannister Road
Boddington WA 6390
Email: shire@boddington.wa.gov.au
Website: www.boddington.wa.gov.au
Telephone: (08) 9883 4999

SHIRE STATISTICS

Population: 1,844 (2016 Census)
Area: 1,900km²
Distance from Perth: 123km
Length of Roads: 113km sealed, 141km unsealed

Local Industries: Bauxite and gold mining, sheep, cattle, cereal crops, timber, pine and blue gum plantations.

Number of Electors: 974
Number of Dwellings: 828
Number of Employees: 42

Suburbs & Localities: Boddington, Crossman, Marradong, Quindanning, Ranford

Council Meetings: 5:30pm on the third Thursday of each month

REMUNERATION DETAILS

1. Total remuneration package

| Item | Lower Limit | Upper Limit |
|-------------------------------------|--------------------|--------------------|
| Salary | 69,924 | 72,874 |
| Superannuation (10.5%) | 7,342 | 7,652 |
| Matching Superannuation (6%) | 4,195 | 4,372 |
| Uniform Provision (\$440 per annum) | 440 | 440 |
| Other Allowances (\$300/week) | 7,800 | 7,800 |
| Total | 89,701 | 93,138 |

2. Employment Basis

Permanent

3. Hours of Work

From 64 hours, up to 76 hours per fortnight.

4. Annual Leave

Four (4) weeks annual leave (pro-rata).

5. Personal Leave

Ten (10) days per year (pro-rata).

6. Long Service Leave

Thirteen (13) weeks after ten (10) years continuous Local Government service, transferable between Local Authorities in Western Australia.

7. Superannuation

a) Superannuation Guarantee 10.5%

b) Matching up to an additional 6%

8. Probationary Period

A three (3) month probationary period is applicable to this position.

9. Other requirements

New staff may be required to complete a pre-employment medical prior to commencement.

A National Police Clearance (no more than 3 months old) is to be provided by the preferred candidate prior to commencing in the position.

INFORMATION FOR APPLICANTS

Applicants, who demonstrate that they meet the requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview. To enable a valid assessment of your application, it must include the following information.

1. Covering Letter

A covering letter introducing yourself and explaining why you are applying for this position.

2. Selection Criteria Responses

This is the most important part of your application. To be eligible for consideration, an applicant must meet all essential selection criteria as part of the shortlisting process. Although there is no specific requirement in the formatting of responses, all selection criteria must be addressed. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your suitability for the position.

3. Resume (Curriculum Vitae)

4. Other Documents (optional)

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. The Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

5. Referees

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

6. Contact Details

Please provide a convenient telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.

POSITION DESCRIPTION

1. TITLE

Human Resources Coordinator

2. DEPARTMENT

Corporate Services

3. SALARY & CONDITIONS

Level 5 | Local Government Officers Award WA 2021

4. ORGANISATIONAL RELATIONSHIPS

Responsible to: Executive Manager Corporate Services

Direct Reports: Nil

5. KEY TASKS/RESPONSIBILITIES

Human Resources

- Provide direction, support and advice for all areas of human resource management including but not limited to; recruitment and selection, training and development, performance management and reviews, grievance and dispute resolution, consistent with legislation and Shire policies.
- Regularly review, develop and implement organisational policies, procedures and human resource related systems and documentation with an aim to maintain compliance and achieve industry best practice where possible.
- Coordination of all aspects of the employee lifecycle including the end-to-end recruitment process, inductions and termination.
- Maintain relevant human resource records, information and databases to ensure accuracy and availability of information where required.
- Monitor relevant Industrial Awards and legislation to ensure that the Shires human resource practices meet requirements.
- Provide support and advice to management in dealing with performance issues, including investigation and disciplinary action.
- Assist with the development, implementation and monitoring of the Shire's Workforce Plan.
- Co-ordinate the delivery of the annual Employee Culture Survey.
- Lead initiatives that contribute to a positive organisational culture.

Training and development

- Co-ordinate the provision of training and development programs, focussing on the development of in-house customised programs and initiatives, which meet the Shires objectives.
- Proactively seek out training and development opportunities for the Shire, including any funding opportunities.
- Monitor the Shires training budget including making recommendations relating to expenditure priorities.
- Provide in-house training and workshops to assist others in understanding human resource requirements where appropriate.

Workers Compensation

- Educate managers and employees on the correct procedures following up any workplace injury and ensure that all written processes are followed as per legislation.
- Maintain regular contact with the Shire's insurers and conduct reviews of all claims
- Educate and reinforce with managers and staff the need to focus on how to avoid recurrence of any incident, whether and employee has been injured or not
- Implement, develop and manage return to work and rehabilitation programs.

Workplace Health and Safety (WHS)

- Ensure compliance with legislative and organisational requirements for WHS by the implementation and review of the organisation's Workplace Health & Safety (WHS) Management Plan, policies, administrative principles and procedures.
- Maintain relevant workplace health and safety records, information and databases.
- Undertake inspection, auditing, investigation and reporting concerning WHS compliance and incidents.
- Develop and coordinate the delivery of WHS training to groups and individuals including work procedures, policies, legislation, compliance, risk management and induction.
- Recommend new programs and practices in line with changes to legislation and/or best practice models in WHS and training.
- Advise, attend and act as secretary for the Shire's WHS Committee. Attend meetings and act as the Shire representative for external WHS groups and/or committees.
- Promote awareness of work health and safety throughout organisation.

General

- Ensure confidentiality with respect to all human resource processes and information is maintained at all times.
- Positively fostering and promoting a performance based collaborative culture.
- Any other duties as directed by the Executive Manager of Corporate Services within known skills, knowledge and capabilities.
- Perform duties efficiently, responsibly and ethically and in accordance with the Shires Code of Conduct.
- Work in a safe and health manner and abide by the Shires and legislative safe work procedures, instructions and safety management practices.
- Cooperate with the employer in the carrying out of their obligations under relevant Acts and Legislation

6. EXTENT OF AUTHORITY

Within the limits of Council and Operational Policies, and legislative constraints.

7. SELECTION CRITERIA

Essential

- Relevant knowledge and experience working in a similar role within the Human Resources field.
- Proven experiencing in improving and enhancing processes and practices.
- High quality communication skills that result in effective communication with a broad range of people internal and external to the Shire, including the proven ability to communicate human resource advice and concepts clearly.

- Demonstrated interpersonal skills to facilitate interaction, cooperation and trust with relevant stakeholders to achieve desired outcomes, while establishing and maintaining strong and productive working relationships.
- Ability to interpret and apply legislation and policy whilst having regard for operational and service implications.
- Able to achieve high quality results by taking a shared responsibility for setting priorities, organising workloads and meeting prescribed or self-imposed deadlines in a team environment.

Desirable

- Qualification in relevant discipline.
- Experience in workplace health and safety (WHS) including the preparation and implementation of WHS policies, procedures and actions.
- Previous experience working in Local Government.
- Demonstrated commitment to ongoing professional development.