



ENERGISE YOUR CAREER

BE PART OF OUR WORLD



**POSITION
DESCRIPTION**

**ISAAC
REGION** 
HELPING TO ENERGISE THE WORLD

POSITION DESCRIPTION

POSITION TITLE	People & Capability Officer	CLASSIFICATION	Level Three (3) – Level Four (4)
DIRECTORATE	Office of the CEO	AWARD STREAM	Queensland Local Government Industry Award – State 2017 Award Stream A and Isaac Regional Council Certified Agreement.
DEPARTMENT	People & Capability	REPORTS TO	People & Capability Business Partner
POSITION NO.	11,103.00 11,106.00 11,113.00	LAST REVIEW DATE	July 2023

A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km² comprising 120 km of Great Barrier Reef coastline and extending over 400 km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. It has 7 service centres operated by Council to service 18 distinct communities. As such the Council is exposed to a range of global consumer and market influences which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is undergoing a cultural leadership program aimed at better focussing and enabling the organisation to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

B. DEPARTMENT SUMMARY:

Working within the Office of the Mayor and Chief Executive Officer Directorate, the People and Capability Department is responsible for the Human Resource and Learning and Development functions within Isaac Regional Council (Council). The People and Capability Department ensures an integrated approach to internal services across the organisation.

C. POSITION SUMMARY:

Reporting to the People and Capability Business Partner, the People and Capability Officer position is responsible for supporting the People and Capability Business Partners, Management, staff and stakeholders in the area of People and Capability across Council. The People & Capability Officer will play an important role in 'living' Council's organisational values of *Community Focus*, *Caring*, *Teamwork* & *Positive Work Ethic* and as a result of that, will positively contribute to the direction and culture of Council.

POSITION DESCRIPTION

D. DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

This position will partner with specific business units within Council to effectively support their operational needs by managing the complete end to end employee lifecycle. This includes:

1. Provide confidential and high-level administrative, financial and recruitment support to the People and Capability Business Partners.
2. Processing of employee maintenance, including liaising with the Payroll/Benefits Department.
3. Provide excellent customer service, maintaining effective relationships with clients, customers, staff and stakeholders.
4. Provide efficient and effective human resource services and advice to Council, Management and employees.
5. Champion end-to-end recruitment and employee onboarding and offboarding ensuring it is completed in a timely manner.
6. Coordinate in consultation with the Learning and Development Coordinator training requirements within the relevant Directorate/s.
7. Maintain training matrix and training needs analysis for relevant Directorate/s.
8. Provide Management and employees advice regarding the interpretation of industrial awards, agreements, employment law and conditions of employment.
9. Deliver high-quality human resources services to the organisation, such as classification and remuneration, attraction and retention, professional development and employee engagement.
10. Administer HR information systems, databases and spreadsheets.
11. Ensure correct record management and integrity of all confidential and sensitive employee information.
12. Initiate and recommend new ideas and potential solutions to support continuous improvement and effective outcomes across the organisation
13. Compile reports and metrics for the People and Capability Business Partners, and Head of People and Capability.
14. Enhance the recruitment function through the development and implementation of contemporary initiatives.
15. Coordinate employee exits.
16. Manage document authorisation and approval processes, including liaison for document authorisation with the Office of the CEO, including tracking all documents authorised by the Head of People and Capability.
17. Maintaining confidential filing, including maintaining Document Management Systems and registers.
18. Create and monitor all purchase requisitions.
19. Demonstrate initiative and autonomy in prioritisation and work organisation to achieve outcomes.
20. Undertake any other duties as reasonably directed within the limits of the employee's skills, competence and training.

E. KEY COMPETENCIES:

Knowledge and skills

1. Experience with end to end recruitment processes and procedures.
2. Knowledge of awards, certified agreements and workplace laws.
3. Excellent interpersonal skills in the areas of creative problem-solving, conflict resolution and decision-making processes.
4. Strong administration skills.
5. Strong communication abilities, able to collaborate and be a team player.



POSITION DESCRIPTION

6. Ability to handle matters with both confidentiality and sensitivity.

7. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers.

8. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

Workers and Others authorities and responsibilities include the following:

1. Take reasonable care for their own health and safety.
2. Ensure actions or omissions do not adversely affect the health and safety of others or the environment.
3. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, quality and environment are adhered to.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their Manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments 'Take an Isaac Instant'.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Ensure that you are fit for work at all times and are not adversely affected by either drugs or alcohol as specified in Councils 'Fitness for Work Policy'.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

9. RESPONSIBILITIES:

Code of Conduct

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
 - a. is in line with the expectations of Council as specified in the Code of Conduct, and
 - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
 - a. Integrity and Impartiality
 - b. Promoting the Public Good
 - c. Commitment to the system of government

POSITION DESCRIPTION

d. Accountability and transparency

Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

10. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

11. CERTIFICATION:

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

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		

POSITION DESCRIPTION

Isaac Regional Council

We're delivering in a changing world



OUR VISION

Helping to energise the world.
A region that feeds, powers and builds
communities, now and for the future.



OUR GOAL

To pursue long-term
sustainable futures for Isaac's
communities.



OUR VALUES

COMMUNITY FOCUS



We engage and communicate
authentically with all Isaac communities
to understand both their common and
specific needs.

We will continuously improve how we
address those needs to help future-
proof our region.

CARING



We are committed to working safely
and caring for the safety and wellbeing
of our people and communities.

We believe that people matter.

TEAMWORK



We expect respectful relationships in
our work together, to achieve.

We cultivate commitment through
shared purpose, to create value.

POSITIVE WORK ETHIC



We do our best every day to have pride and
enjoyment in our work.

We display accountability, transparency,
procedural consistency and integrity.

We seek the highest possible practical
outcomes in everything we do.

We practice the knowledge that how we do
things is just as important as what we do.

At Isaac, the how matters.