

POSITION DESCRIPTION

Position Title: People Consultant	Position Number: PC-6
Department: People and Culture	Accountable to: People and Culture Business Partner
Responsible for the supervision of: No direct/indirect supervisory responsibilities	



Primary purpose of the position	Responsible for HR support services to all business units within the City. This includes supporting the coordination of recruitment and selection, policies and procedures, employment relations and delivery of the City's onboarding processes, ensuring a positive integration for new employees that are values aligned and fit-for-purpose supporting the City's People and Culture strategy.
Key accountabilities	<ol style="list-style-type: none"> 1. Support the People and Culture team by providing high level administrative services to internal and external customers throughout the employee lifecycle; 2. Coordinate the recruitment and selection of positions in accordance with best practice; 3. Communicate with applicants regarding the progress of their applications including if they are unsuccessful, before and after interviews; 4. Coordinate and participate in the interviewing of applicants; 5. Deliver the City's onboarding processes including inducting new employees, ensuring new employees understand the systems and procedures relevant to them and attendance to relevant training; 6. Develop, maintain and review all induction material and methods in order to adapt to changes in the industry and local climate; 7. Prepare letters of appointment and contract variation; 8. Respond to queries from new employees regarding their contracts and employment package; 9. Monitor and maintain a register for temporary fixed-term contract end dates; 10. Oversee leave approval process, including informing employees of eligibility for Long Service Leave, preparing leave approval letters for Long Service Leave, Parental Leave, Leave without Pay etc. and maintaining leave register. 11. Establish and maintain effective, credible working partnerships and foster collaborative relationships whilst displaying professionalism; 12. Provide internal assistance with respect to conflict resolution, grievances, disciplinary issues; 13. Evaluate and maintain all procedural and operational documentation within the People and Culture function, ensuring continual process improvement; 14. Process and facilitate all sponsored working visa applications for the City; 15. Provide support to health and safety practices including administering Drug and Alcohol tests to employees where necessary; 16. Publish, maintain and review all associated processes and procedures, to meet City requirements. 17. Adhere to all City of Kalgoorlie-Boulder policies and procedures, and ensure personal safety at work and that of others; 18. Other accountabilities and responsibilities as directed by the <i>People and Culture Business Partner</i> and/or <i>Executive Manager People and Culture</i>.
Judgement & decision making	<ol style="list-style-type: none"> 1. Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work. 2. Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from their Coordinator. 3. Work together effectively with supervisor/manager and team colleagues to develop efficient training and development outcomes 4. Apply knowledge and skills to ensure consistent quality outcomes.
Outcomes / Key Performance Indicators (KPI's)	<ol style="list-style-type: none"> 1. Reviewing HR policies and procedures and creating new relevant policies in consultation with P&C Business Partner. 2. Create and streamline recruitment processes for entire recruiting lifecycle. 3. Participate in business unit review process in order to improve service delivery.

Skills, knowledge & capacity	<ol style="list-style-type: none"> 1. Demonstrated experience in overseeing recruitment and selection coordination and administration, including identifying staffing requirements. 2. Demonstrated knowledge of procedural, operational and legislative requirements in the application and implementation of human resource functions and relationships, Equal Employment Opportunity (EEO) and Award frameworks. 3. Demonstrated ability to establish and maintain effective working relationships with internal clients and/or business units. 4. High level communication and interpersonal skills including ability to liaise effectively and confidently with internal and external customers. 5. Strong team player with proven ability to work autonomously with initiative, forward thinking and capacity to solve problems. 6. Strong administrative, planning and organisational skills with the ability to work to deadlines across a number of projects simultaneously with excellent attention to detail. 7. High level of professionalism and demonstrated ability to handle confidential information accordingly with maturity, flexibility, discretion and astute judgement. 8. Proficient in the use of Microsoft Office programs. 9. Current satisfactory National Police Clearance. 10. Current WA "C" Class driver's licence. 	
City of Kalgoorlie-Boulder Values	<p style="text-align: center;">Trust Loyalty Integrity Passion</p> <p><i>The City of Kalgoorlie-Boulder promotes a workforce of passionate people, loyal to the organisation, colleagues and the community. Our people are held as our primary asset and integrity and trust is the foundation of our culture.</i></p>	
City of Kalgoorlie-Boulder Qualities & Behaviours	Customer Service	courteous, helpful, professional, effective, timely and accurate advice, desire to exceed customer expectations, responds calmly to difficult situations
	Initiative	applies good judgement in completing tasks, anticipates requirements without prompt, considers how to improve customer service
	Teamwork	co-operative, supportive, helpful, positive attitude, contributes, adaptable, flexible
	Communication	clear, concise, gains rapport, engaging, willing to help others
	Reliability	delivers on work deadlines without prompts, plans around schedules and work demand
	Accountability	responsible for decisions, actions, performance and resulting consequences; delivers quality outcomes in accordance with Council strategy, operations, policies and procedures

POSITION DESCRIPTION AGREEMENT

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The City of Kalgoorlie-Boulder reserves the right to amend responsibilities as required to meet business and operational requirements.

We, the undersigned, agree that the above position description including the key accountabilities, decision making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Full Name
(please print): _____

Employee Signature: _____

Date: _____