

POSITION DESCRIPTION

People & Culture Officer

Division	Corporate Services
Location	Launceston
Classification	Water Award 2020 Level 5/6
Employment Status	Permanent, Full Time
Direct Reports	Nil
Reports To	People & Culture Manager (dotted line to the Safety Manager)

ORGANISATION

Tasmanian Irrigation Pty Ltd (TI) is the State-owned Company responsible for operating and developing irrigation schemes funded through public / private partnerships.

Since Tasmanian Irrigation was established in 2008, the Company has taken over management of a range of inherited assets, including dams, irrigation schemes and river works, constructed 15 new irrigation projects, and advanced planning on a further six projects.

Tasmanian Irrigation now oversees 25,000 individual infrastructure assets with a replacement value of approximately \$500 million across 18 operational schemes and has the capacity to deliver more than 133,000 megalitres of irrigation water each year.

By 2030, Tasmanian Irrigation expects to manage a portfolio of irrigation infrastructure valued at more than \$900 million, capable of delivering 236,000 megalitres of water via 1,786km of pipeline, 49 pump stations, 15 dams and three power stations.

All schemes developed and operated by Tasmanian Irrigation are economically viable, environmentally sustainable, have strong community endorsement, are designed to last at least 100 years and deliver water at an average reliability of more than 95 per cent per annum.

POSITION OBJECTIVE

The primary objective of this role is to undertake a range of administrative functions to support the People & Culture and Safety Team. The People & Culture Officer will be required to provide efficient administration of various activities within the People & Culture and Safety teams including employee records, policy review and management, support managers with staff issues, training and development.

KEY DUTIES

- Guide and support managers with performance management approaches that promote a positive and constructive workplace culture, strongly aligned with our workplace Values and relevant policies and procedures
- Work with the Manager People & Culture on matters that may escalate or have escalated.
- Support the Manager People & Culture to ensure awareness within the organisation of an adherence to People & Culture related systems, policies, processes and procedures
- Managing the recruitment process, from job postings to interviewing candidates and facilitating the onboarding process for new hires.
- Provide recruitment services and training to managers for effective recruitment and selection processes including interviewing and selection practices.
- Prepare contracts of employment and employment related correspondence ensuring adherence to Award, legal and records management requirements.
- Accurately maintain employee records
- Preparation of reports, letters, emails, contracts, and other documents as required
- Update, format and file position descriptions, forms, documents, policies and procedures as instructed
- Create purchase orders and process goods receipts for People & Culture expenses
- Assist in the induction and re-induction of staff members and contractors
- Support the training and development processes by coordinating training, record keeping and preparing reports
- Assist in the improvement, maintenance and development of support systems, document management systems and processes used by the P&C team
- Maintain statistical data and prepare reports for P&C activities
- Chair the Team Culture Committee
- Promote and contribute to a positive, values based, workplace culture and environment
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this level.

SAFETY

- Coordinate Workers Compensation claims – paperwork and return to work.
- Maintain records and distribution of PPE requirements.
- Member of the WH&S Committee and administration support
- Maintain training records and organizing all requirements for safety and regulations/compliance
- Administer the MyOSH system including training of new users and ensuring appropriate use of systems by users
- Maintain statistical data and prepare reports for safety activities
- Administer document control processes for safety procedures
- Coordinate Health and Wellbeing in conjunction with the P&C Manager
- General administration support as required.

WORK HEALTH & SAFETY

- Be responsible for own health and safety (including mental health) and the health and safety of others
- Actively promote workplace health and safety
- Understand and deliver on workplace health and safety responsibilities, and follow and enforce procedures for reporting hazards, incidents and injuries in line with company and certification requirements

- Be aware of and promote fire and emergency procedures
- Ensure all workplace health and safety related policies and procedures are always upheld, and abide by all workplace health and safety directives, including complying with safe work practices including utilisation of personal protective equipment and clothing

ORGANISATIONAL ENVIRONMENT

- Work with all employees to proactively maintain a positive, enduring culture and work environment
- Act with integrity and fairness in dealings with internal and external stakeholders
- Ensure all work carried out retains its simplicity while being of the highest standard
- Adhere to TI instructions, policies and procedures to ensure safe and correct working practices whilst still achieving required results

SELECTION CRITERIA

Essential:

- Tertiary qualifications in Human Resources and/or relevant work-related experience in a People & Culture generalist role – 5 years or more.
- Strong research, analytical and evaluation skills with the ability to interpret legislation and ensure organisational policy is both compliant, innovative, and fit for purpose.
- Strong and persuasive written communication skills with a demonstrated ability to prepare complex documents such as briefings, reports, and policies, coupled with experience in developing People & Culture guidelines to a high standard within stated timeframes and with a high degree of attention to detail.
- Impeccable interpersonal skills with experience in engaging and collaborating with key stakeholders at all levels to achieve optimal business outcomes whilst exercising sound judgment in dealing with confidential and sensitive issues.
- Strong problem-solving skills along with the ability to seek all relevant information; analyse that information from different perspectives and make sound decisions or recommendations based on the available information.
- The ability to be adaptable and flexible to achieve results in an environment of change, ambiguity and work pressures.
- Demonstrated high level proficiency in Microsoft Office suite software applications
- Experience in administrative procedures and systems including document preparation, data entry and file management

KEY WORKING RELATIONSHIPS

Internally:

- People & Culture
- Corporate Services Team
- Safety team
- EHS Systems Coordinator
- SLT
- All Staff

Externally:

- Training Organisations
- Recruitment Agencies
- EAP Providers
- Contractors, Consultants and Service Providers

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

The job requires the incumbent to sit at a desk for long hours and continually use a computer and complete data entry.

PERFORMANCE CRITERIA

- Communicates with Influence
- Cultivates Productive Working Relationships
- Shapes Strategic Thinking
- Exemplifies Personal Drive and Integrity
- Achieves Results

APPROVAL

Position Holder: _____

Dated: _____

CEO: _____

Dated: _____