COOMALIE COMMUNITY GOVERNMENT COUNCIL
Position Description

Position Title	People and Culture Coordinator	
Department	Corporate Services	
Direct Report	Corporate Services Manager	
Level	Grade 8/9	Full-time
Location	Batchelor Office	

POSITION OBJECTIVE

Working within the Corporate Services Unit, the People and Culture Coordinator will be responsible for the provision of People and Culture advice and delivery of internal services to managers and employees across Council, specifically Human Resources Management, Organisational Culture and Governance, and Workplace Health and Safety.

SELECTION CRITERIA

Essential Selection Criteria

1. Exceptional knowledge of the legislative and contractual arrangements associated with the range of activities and functions undertaken by Human Resources and demonstrated experience in implementing practical policies and procedures to ensure the Human Resource Management functions are carried out in a compliant manner throughout the workforce.
2. Demonstrated experience in the processes involved in recruitment, management, and development of staff. This includes managing workplace conflict, administering the performance review process, and ensuring staff training programs are in place in collaboration with the Senior Management Team.
3. Demonstrated experience in contributing to the development and implementation of integrated People and Culture services to the organisation by managing, and enhancing, the administrative systems, processes and procedures that support the People and Culture function. This includes, but is not limited to, the creation of standard letters, registers, databases, templates, and forms to ensure consistency and a high level of governance is maintained.
4. Experience in assisting in the development and implementation of Workplace Health and Safety plans, policies, procedures and systems in the Local Government industry in accordance with all relevant legislation and compliance standards.
5. Provide support to each work unit to ensure Workplace Health and Safety inspections, audits and rectification measures are completed, registered and followed up within adequate timelines in line with Council's Risk Management Framework and Risk Register.
6. In liaison with the Corporate Services Manager, assist in developing, implementing and maintaining Council's Risk Register and prepare reports with recommendations for improvement to the Senior Management Team as required.
7. Demonstrated capability and experience in writing reports, policies and procedures related to strategic and business planning, with special focus on improving Organisational Culture within a small workforce.
8. Demonstrated experience in managing a complex workload in a regional environment taking particular care with time management.
9. High level of independence in determining direction and approach to issues, resolving

conflict and complex problem solving, which requires a high level of analytic reasoning and integration of wide-ranging and complex information.

10. Excellent written and oral communications with an ability to develop and utilise various business systems and digital programs to improve efficiencies of the administration of Council.

Desirable Selection Criteria

1. Certificate IV or Diploma in Workplace Health and Safety AND/OR Human Resource Management, or equivalent experience in a similar role.
2. Understanding of the *NT Local Government Act 2019, Work Health and Safety (National Uniform Legislation) Act 2011* and the *Fair Work Act 2009* and associated regulations and guidelines.
3. Good knowledge of the Coomalie Region and experience in Local Government service delivery or similar.

Mandatory Employment Criteria Requirements

- NT Drivers Licence
- NT Police Check
- Ochre Card