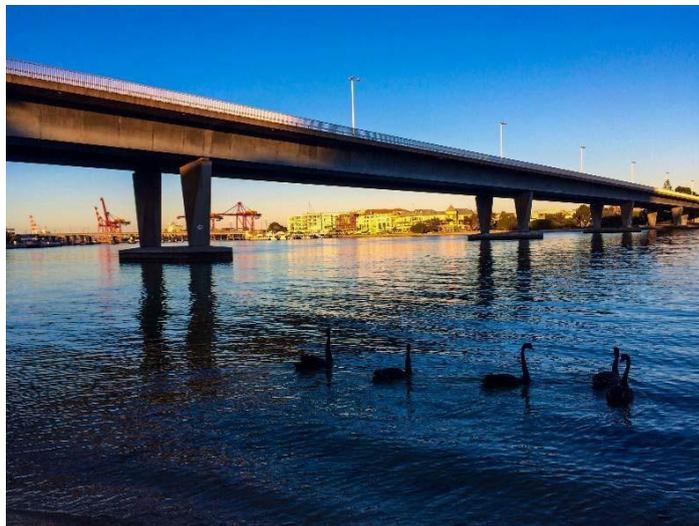




TOWN *of*
EAST FREMANTLE

RECRUITMENT INFORMATION PACKAGE

HUMAN RESOURCES COORDINATOR



For further information contact:

Linda McNab

Human Resources Coordinator

Phone: (08) 9339 9339

or

email: recruitment@eastfremantle.wa.gov.au



Written Applications must be received by:

4pm Thursday 22 July 2021

Information Package: Human Resources Coordinator

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Information Package: Human Resources Coordinator

1. Advertisement

Human Resources Coordinator

We are looking for a dynamic, passionate HR professional who would love to make a difference. The Town offers an inclusive, values driven culture, and an excellent work life balance.

We need someone who is personable, has great interpersonal skills, and who wants to part of developing our workforce and culture.

Reporting directly to the CEO, you will be providing human resource advice to our Senior Executive group, supporting key projects; shaping policy and procedures, coordinating recruitment and organisational development, and working on OSH and workplace relations matters.

This is an incredible opportunity for a suitably qualified person looking for a change where you can be part of a friendly team, in a relaxed working environment, with offices in a refurbished heritage building in a very scenic part of the world, please go to our web page to obtain an application package - <http://www.eastfremantle.wa.gov.au/council/employment-at-the-town-of-east-fremantle.aspx>.

The current salary range is \$80, 000 – \$85, 000 depending on experience, plus up to 14.5% superannuation, and other Town focused benefits, such as our health and wellbeing program.

For more information about the position contact Linda McNab, HR Coordinator on 9339 9376.

This position is permanent, and hours can be flexible from a minimum of 32 hours up to 38 hours per week.

The Town values workplace diversity, promotes inclusion and encourages applications from all backgrounds, Aboriginal people and Torres Strait Islander people and people with disability.

Applications must be submitted by Thursday 22 July 2021.

Gary Tuffin
Chief Executive Officer

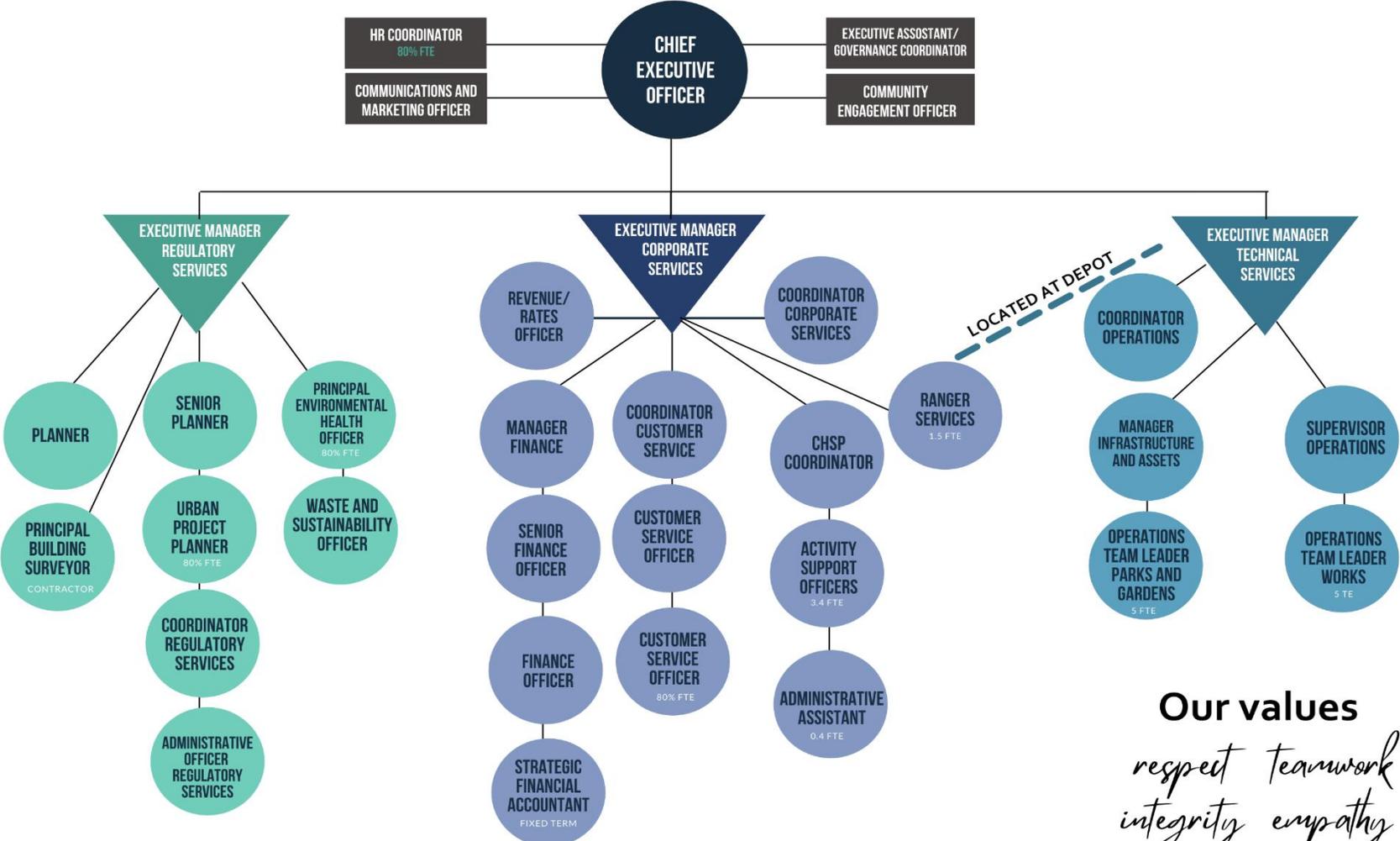
2. Organisation Structure



TOWN of
EAST FREMANTLE

ORGANISATIONAL CHART

30 June 2021



Our values
respect teamwork
integrity empathy

Human Resources Coordinator

3. Conditions of employment

- This is a permanent position, with a three (3) month probationary period.
- Council will contribute 10% compulsory superannuation and you will be eligible to enter into Council's contributory scheme (entitles you to further contributions up to 5% of salary), depending on conditions.
- Flexible working hours – from 8:30am – 5.00 pm (1/2 lunch break) Monday to Friday. A minimum of sixty four hours (64) hours per fortnight, up to a maximum of 76 hours per fortnight.
- One rostered day off every month if working full-time.
- Annual Leave – four (4) weeks per annum.
- Training and personal development opportunities.
- Clothing allowance – in accordance with Council policy.

4. Other benefits of working at Town of East Fremantle

Employee Benefits: In addition to the salary range indicated above, the Town offers an extensive range of benefits which includes:

- Flexible working hours for a work life balance;
- Parental Leave as per the National Employment Standards;
- Thirteen (13) weeks paid long service leave after ten (10) years continuous service;
- Free parking; and
- Health and wellbeing program.



5. Information on the Town of East Fremantle

The Town of East Fremantle was created in 1897, when it separated from the Fremantle Municipal Council. Bordering the Swan River, our Town has a strong cultural heritage and supports a large range of sporting clubs and community organisations.

The Council comprises the Mayor and eight (8) Councillors, providing representation for a resident population of approximately 8,189 and covering 3.2sq kilometres.

The Town's administration centre is located at 135 Canning Highway East Fremantle and has been fully refurbished to accommodate Finance and Administration, Town Planning and Building, Environmental Health and Community Services. The Depot is located at 59 Allen Street, East Fremantle behind the East Fremantle Bowling club.

The Town has approximately 60 employees, with a total budget of approximately \$10.5 million.

6. Strategic Community Plan 2020 - 2030

The Strategic Community Plan is a long-term planning document that sets out the community's vision, aspirations for the future, and the key strategies we will need to focus on to achieve our aspirations.

It is part of our fulfilment of the Integrated Planning and Reporting (IPR) Framework. All local governments in Western Australia are required to implement IPR which enables robust decision-making. Our current plan is now being reviewed via a process of community consultation.

A copy of the Plan can be found [on our website](#)



Human Resources Coordinator

7. Application Process

Selections will be based on which applicant demonstrates the highest merit for the position and on their past experience and ability to demonstrate that they can perform the duties in the advertised position.

7.1 Required Documents

Please provide the following documentation:

- **Covering Letter**

Please provide a covering letter with your application.

- **Curriculum Vitae/Resume**

This should provide personal details (e.g. name, address, telephone number) relevant work history, education, training courses attended, qualifications and professional memberships.

- **Statement addressing the Selection Criteria**

To apply, please submit a statement (in 3 pages or fewer using font no larger than 11 point) that addresses all of the selection criteria. The statement should demonstrate that the applicant has the relevant skills, experience and suitability for the position in the context of the role statement. Selection Criteria can be found in the position description.

Please note – proforma applications cannot be accepted.



Information Package: Human Resources Coordinator

7.2 Referees

You should include in your Resume the names and contact numbers of at least two (2) referees. These referees may be contacted to verify the information stated in your Resume. We prefer that your referees be a current manager / supervisor; however a manager / supervisor from a previous position may be used.

7.3 Formal qualifications

The position description addresses whether formal qualifications are a requirement. If required, photocopies of your qualification(s) or academic records of current studies should be attached to your application. Please do not submit originals.

7.4 Selection for interview

A shortlist of applicants for interview will be chosen by a selection panel. To be shortlisted applicants must demonstrate that they meet the requirements for the position. Shortlisting may take up to two weeks after the closing date.

If your application is shortlisted, you will be invited for an interview. All interview questions will be based on the selection criteria for the position and in most cases, will be given to you shortly before the interview.

Unsuccessful applicants at this stage will be notified in writing. If you do not receive any correspondence from the Town of East Fremantle within three (3) weeks of the closing date, please assume that your application was unsuccessful in this instance.

7.5 During the interview

Applicants with special requirements, such as wheelchair access, are requested to inform the officer when asked to attend for an interview.

Each interview will be conducted by an interview panel and each applicant will be assessed in the same manner. The aim is to obtain examples of past situations that actually occurred, how the situation was handled and the outcome of the action taken. During the interview, panel members will take notes and assess your answers to questions.

Do not assume that each panel member knows your suitability for the role, even though you may have worked with them, or have previous experience in the position you have applied for.

Should you not understand a question asked during the interview please seek clarification prior to providing a reply. Feel free to ask questions of the panel relevant to the position and the organisation, as the interview is a two-way communication process.

7.6 Additional Assessments

Preferred applicants may be required to undertake a pre-employment medical to determine the applicant's suitability to carry out the inherent requirements of the position description. The preferred applicants will also be required to provide a current Police clearance (the cost of such will be reimbursed).

Human Resources Coordinator

In some instances a second informal interview may be required.

7.8 Interview Outcomes

All shortlisted candidates will be contacted within seven (7) working days of the interview.

The successful candidate will be offered the position verbally from the panel Chairperson or the Human Resources Coordinator while unsuccessful candidates will be notified in writing.

If requested, the panel Chairperson will provide feedback to unsuccessful applicants who received an interview, indicating the reasons why their application was not successful.

7.9 Submitting your application

Applicants are requested to address their application to Gary Tuffin, CEO and email to recruitment@eastfremantle.wa.gov.au



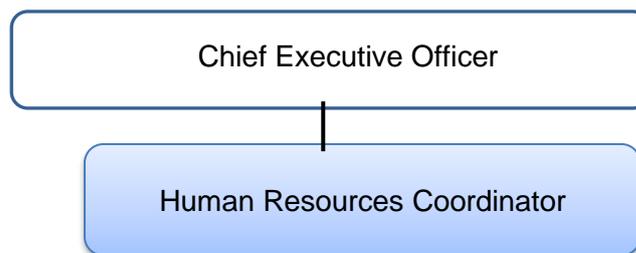
8. Position Description

HR PD – CEO3 - Human Resources Coordinator

Position identification

Position number	CEO 3		
Classification	Level 9		
Position title	Human Resources Coordinator		
Directorate	Chief Executive Officer		
Business unit	Governance		
Service area	HR		
Location	Town Hall		
Agreement	Local Government Award 2010		
Status	Permanent		
FTE	.80 - 1.0	Hours p/week	32 - 38
Position created	2016	Last review	July 2021

Reporting relationship



Corporate key performance areas outlined in:

- Strategic Community Plan
- Corporate Business Plan
- Workforce Plan
- Performance appraisal action plan

Primary Objectives of the Position

- Responsible for providing a high quality human resources support to the organisation and ensuring the day to day administrative functions under the direction of the Chief Executive Officer.
- Provide assistance across operational and strategic HR services including but not limited to recruitment, selection and retention, employee induction training, industrial and employee relations, performance management, organisational development; change management; learning and development; and work health and safety.
- To develop and implement human resources policies and procedures that ensures the Towns ability to attract, retain, develop and manage a committed workforce.
- Provide a high level of customer service both internally and externally.

Competencies

- | | |
|---|--|
| <ul style="list-style-type: none"> • Leadership • Work Habits • Self-management • Communication • Initiative | <ul style="list-style-type: none"> • Interpersonal Skills • Quality of Work • Professionalism • Teamwork • Community engagement |
|---|--|

Duties

Human Resource Functions

- Develop and maintain all HR processes, policies and functions for the organisation including performance management and staff development, timeframes for probation.
- Coordinate employee induction and engagement activities including for all new employees across the organisation.
- Coordinate the annual staff performance review process.
- Maintain personnel records and associated human resource information systems in conjunction with payroll officer.
- Provide advice and information to management on employment policies and procedures, staff performance and disciplinary matters.
- Coordinate and end to end recruitment process; including updating position descriptions, preparing position justification and advertisement, administrative support to the selection committee; referee checks and appointment recommendation for CEO approval.
- Draft letters of offer, contracts and other human resource related correspondence.
- Coordinate all training and development initiatives/programs across the organisation, including managing the E-Learning Platform – Learn Rite.
- Coordinate the delivery of the Work Health and Safety, supported by the WHS Committee.
- Responsible for ensuring processes and systems are being correctly utilised and continual review for ongoing process improvement.
- Liaise with WALGA for HR and IR support and advice as required.
- Responsible for the annual review and updating of the Town's Workforce Plan.

Information Package: Human Resources Coordinator

Work Health and Safety and Injury Management

- Provide advice and support in the areas of employment and Occupational Health and Safety as required
- Submit and manage workers compensation claims.
- Act at the coordinator and secretary of the OSH committee.
- Ensure that managers and employees are informed in relation to their rights and responsibilities in relation to occupational safety and health, and the mitigation of risk in the workplace.
- Manage the Employee Assistance Program.
- As the Injury Management Coordinator, advise on the injury management process to employees and provide advice on completing workers compensation forms.

Freedom of Information

- Provide advice on all matters in relation to Freedom of Information Requests.
- Process all Freedom of Information Requests in accordance with Freedom of Information requirements.
- Act as Council's Freedom of Information coordinator and Equal Employment Opportunity coordinator.

General

- Adhere to the Town's policies, procedures, Code of Conduct and Occupational Safety and Health Responsibilities
- Perform other duties as directed when appropriate to the scope and level of this position.

Essential Selection criteria (skills, knowledge and experience)	
<ul style="list-style-type: none"> • Demonstrated relevant experience in a Human Resources including but not limited to recruitment and selection, industrial / employee relations, performance development etc. • Minimum of 5 years experience in an HR or employee relations environment. • Excellent interpersonal and communication skills including the ability to liaise with a diverse range of people. • Demonstrated ability to undertake duties in an ethical manner and adhere to confidentiality provisions. • A mature / balanced and informed approach to problem solving, as well as situations involving change, stress and conflict. • Ability to effectively plan and prioritise actions for outcomes. • Demonstrated self-management skills including effective time management and organisational skills 	
Desirable	
<ul style="list-style-type: none"> • Tertiary qualification in Human Resources or employee relations. • Previous experience in a local government. 	

Other specific details of the position	
Extent of authority	This position operates under broad direction but within limits of Town policy and relevant legislative constraints.
Position has purchasing authority in line with procedure	No <input checked="" type="checkbox"/>

Certification

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

Manager's signature _____ Date _____

2. As position holder I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Position holder's signature _____ Date _____