

POSITION DESCRIPTION

Section 1 – POSITION DESCRIPTION

Position Title	Human Resources and Safety Administrator
Doc ID	890784
Department	Executive Services
Section	HR
Grade	E
Function Group	CS3.0
Status	Part Time (Job Share)
Hours of Duty/days worked	Flexible Working Arrangement, 28 – 35 hours per week
UV Rating	Low
Supervisor	Human Resources Manager
Date Compiled	September 2026
Date Modified	
MJES Completed	September 2026
Vision	ACHIEVING TOGETHER
Corporate Values “ECLAIRS”	• Ethical • Caring • Loyalty • Accountability • Integrity • Respect • Safety
Key Behaviours	• Foster an inclusive work environment. • Champion/lead by example with positive behaviours • Treat everyone with respect and decency • Empathise, accept, and be aware of others' emotions. • Recognise and call out poor behaviour when we see it.

Purpose of Position

This section should contain an encompassing statement of the major focus of the position. It should not define/list tasks, or responsibilities.

The HR & Safety Administrator plays a dual role in supporting the HR team by managing core human resources tasks and maintaining workplace health and safety (WHS) compliance. This part-time position ensures our administrative processes run smoothly while fostering a safe, supportive, and legally compliant work environment.

Key Responsibility Areas for the Position

The key responsibility areas (KRA's) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities. Ideally, each KRA should cover a separate area of the work function. Most positions should be adequately covered by 5-8 KRAs. No position should require more than 8 – maximum. The KRA's are each broadly defined explaining the essential functions of the position. In addition, each KRA may also be accompanied by detailed lists of tasks of how work is to be carried out.

Key Responsibility Areas – the role may		
	<i>What</i>	<i>How</i>
1	Human Resources Support	Assist with recruitment coordination, employee onboarding, maintain personnel records in Pulse, and support HR department
2	Work Health and Safety Support	Track workplace incidents, assist with injury management, assist with the management of workers' compensation claims, and support return-to-work (RTW) programs
3	Teamwork	Perform tasks in a team environment as part of the HR Team. Promote Council values and key behaviours

Selection Criteria

Experience / Knowledge / Attributes: List the required experience and clearly indicate whether it is mandatory or desired by highlighting (underlining) the word 'Essential' or 'Preferable'.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential/ Preferable
1	P1, P2 or Class C Drivers Licence	Essential
2	Certificate III in Human Resources, Work Health & Safety or Business Administration (or equivalent demonstrated experience)	Preferable
3	General Construction Induction (White) Card	Preferable

Experience / Knowledge / Attributes: Required by the incumbent to successfully perform the positions key responsibilities. Most positions should be adequately covered by 8 Criteria's

1	Administrative experience within local government, public sector, or a highly regulated industry handling both indoor and outdoor operational workforces
2	Administrative experience work health and safety compliance
3	Strong computer skills, preferable experience using local government software systems (e.g., Magiq, Pulse, or Donesafe) and the Microsoft Office Suite
4	Proven ability to communicate effectively with a diverse workforce while handling sensitive information with complete discretion.
5	Ability to work unsupervised, prioritise and complete delegated tasks

Supervision Reporting Relationships:

This position reports to supervisor/manager: A brief description of the breadth of supervision should be provided

1	Human Resources Manager
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Positions reporting to this position: A brief description of the roles of the staff supervised (and titles if relevant) should also be stated.

1	Nil
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Location of Work:

Provide a description of the places that this position will be working at.

1	Narrandera Shire Council – 141 East Street
2	Other Council sites as required
3	Outside Shire for training, development and meetings

Extent of Authority

To what extent does this position have authority? For example, specific delegations, budget, expenditure authorisation, special decision-making authority.

Specific Authority/ delegations

1	Nil
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Liaise With:

Internal:

The internal positions that this position comes in contact with regularly	
1	Human Resources Manager
2	Human Resources and Safety Administrator (job share)
3	Human Resources Coordinator
4	Risk and Safety Coordinator
5	All Council Employees

External:

The <u>external</u> people or organisations that this position comes in contact with regularly	
1	Training Organisations
2	Advertising Agencies
3	Job Seekers
4	Potential Interview Panel Members
5	Medical Functional Assessment companies
6	Function Centres
7	Local and Regional Schools

Section 2 - POSITION REQUIREMENTS FOR ALL EMPLOYEES

Key Result Area Compulsory for all employees		
Task – Describe the Task		Standard – To what qualitative or behavioural standard should the task be performed at.
1	Customer Service	Achieve customer service standards in accordance with Council's customer service charter
2	EDRMS/ Record Keeping	All employees are responsible for ensuring all records and documents in their use are accurate and recorded according to Council procedures.
3	Equal Employment Opportunity (EEO)	Abide by Council's EEO Management Plan in accordance with the EEO and the Anti-discrimination Act 1977
4	Policies, Procedures & Code of Conduct	Adhere to ALL Council Policies, Procedures and Code of Conduct
5	Enterprise Risk and Work Health & Safety (WHS)	Abide by Council's Enterprise Risk requirements and the WHS Act 2011. Refer to Section 4 of this Position Description for a list of the responsibilities
6	Training and Development	Attend all required skill development training. Provide evidence of all licences and certificates to Human Resources.

Section 3 – ESSENTIAL SCHEDULE OF TASKS

Position Tasks

Key Result Area Human Resources Support		
Task – Describe the Task		Standard – To what qualitative or behavioural standard should the task be performed at.
1	Support the HR Team - Provide support to all employees for basic day-to-day requests. - Assist the HR team when organising functions such as the health and wellbeing day, awards function, and end of year function.	Employees receive professional, timely and helpful support with day-to-day HR enquiries. Requests are handled with appropriate confidentiality, accuracy and respect. HR team activities and functions are supported effectively, with tasks completed within agreed timeframes and to the required standard.
2	Recruitment Support - Assist to administer Council's e-recruitment system and processes to post vacancies, organise merit selection panels, coordinate interviews and reference checks etc - Liaise with employees in person, over phone or electronically.	Recruitment processes are administered accurately, efficiently and confidentially, in accordance with Council procedures and relevant legislation. Recruitment information is maintained accurately, communication with applicants and employees is professional and timely, and recruitment activities are completed within required timeframes.
3	Onboarding & Offboarding - Assist in coordinating Council induction programs, process new hire documentation and employee records - Support employees during all phases of employment - Administrative support with relevant Local Government Awards.	Employees experience a consistent, professional and well-coordinated onboarding and offboarding process. Required documentation and records are completed accurately and within required timeframes. Employment processes are undertaken in accordance with Council policies, procedures, relevant legislation and applicable Local Government Award
4	Records Management - Maintain highly confidential personnel files, tracking mandatory compliance checks including Working with Children Checks (WWCC), National Police Checks, and professional certifications.	Employee records are accurate, current, secure and maintained confidentially in accordance with Council policies, legislative requirements and records management standards. Mandatory compliance requirements are monitored and followed up within appropriate timeframes, with records maintained to demonstrate compliance.
5	Local Government (State) Award and Local Government Act - Become familiar with the award and with the relevant clauses in the Act that relate to employment and HR matters to assist the HR team	Demonstrates a sound and developing knowledge of the Local Government (State) Award and relevant provisions of the Local Government Act relating to employment and HR matters. HR support provided is consistent with applicable industrial and legislative requirements, with matters outside the position's level of authority appropriately referred to the HR team.

Key Result Area Work Health and Safety Compliance and Support

Task – Describe the Task	Standard – To what qualitative or behavioural standard should the task be performed at.
1 Incident and Hazard Reporting - Assist in monitoring Council's WHS management software, ensuring all workplace incidents, near-misses, and hazards are logged accurately - Assist in monitoring compliance regarding investigations and corrective actions in Councils' WHS management system	WHS incidents, near-misses and hazards are recorded accurately and promptly in Council's WHS management system. Investigations, corrective actions and follow-up activities are monitored and maintained to ensure matters are progressed within required timeframes and in accordance with Council's WHS procedures.
2 Training, High-Risk Licensing and Health Monitoring - Assist with tracking and schedule mandatory safety training, including White Cards, High-Risk Work Licenses, First Aid, traffic management certifications and health monitoring	Mandatory training, licences, certifications and health monitoring requirements are accurately recorded and monitored, with upcoming or expired requirements identified and actioned within appropriate timeframes. Records are maintained to support Council's compliance obligations.
3 WHS Committee Support - Assist in preparing agendas, taking minutes, and tracking action items for regular Council WHS Committee meetings	WHS Committee meetings are well organised and appropriately documented. Agendas, minutes and action items are accurate, completed within required timeframes and distributed appropriately. Actions arising from meetings are monitored and followed up to support timely completion.
4 Audits and Equipment Coordination - Assist in coordinating and conducting regular safety inspections across multiple Council sites (e.g., depots, offices, libraries).	WHS inspections and safety checks are conducted consistently and documented accurately. Identified hazards or areas of non-compliance are appropriately recorded and referred for action, with follow-up undertaken within required timeframes.
5 WHS Act and regulations - Become aware of the WHS Act and regulations to assist the Risk and Safety Coordinator as required.	Demonstrates a developing understanding of the WHS Act, Regulations and relevant WHS requirements and applies this knowledge appropriately when providing support. Matters outside the position's level of knowledge or authority are promptly referred to the Risk and Safety Coordinator or HR manager.

Key Result Area Teamwork		
Task – Describe the Task		Standard – To what qualitative or behavioural standard should the task be performed at.
1	Develop multi skilling capabilities - Undertake relief duties of other team members as required including efficient job share arrangements	Demonstrates flexibility and willingness to develop skills across the team, including providing effective relief and participating in job-share arrangements. Work is undertaken cooperatively to maintain continuity of service and minimise disruption to team operations.
2	Undertake other relevant duties as directed by HR Manager which are consistent with current skill, competence, and training.	Duties are undertaken willingly, professionally and within the employee's level of skill, competence and training. Demonstrates a commitment to developing knowledge and skills, accepts feedback constructively and seeks clarification or assistance where required.

Section 4 – ENTERPRISE RISK AND WORK HEALTH AND SAFETY RESPONSIBILITIES – WORKERS/EMPLOYEES

Position Tasks

Key Result Area Enterprise Risk and WHS Responsibilities		
Task – Describe the Task		Standard – To what qualitative or behavioural standard should the task be performed at.
1	Comply with safe working procedures	Comply with the WHS Act section 28, Duty of workers; (a) Take reasonable care for his or her own health and safety; and (b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and (c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this act; and (d) Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers. Follow safe work procedures established by Council
2	Use of appropriate personal protective equipment and safety systems	Where PPE is required to control exposure to hazards in the workplace, wear and maintain the PPE as directed, as indicated in a risk assessment, or as required in WHS procedures, or as in the safe work method statements.
3	Assist with the preparation of risk assessments and safe work method statements	Before commencing work or job where there is an identified risk, conduct a risk assessment to identify, assess and control the hazards associated with the work or job. This must be conducted in conjunction with other relevant staff, and the supervisor. Assist in the annual review of safe work method statements.
4	Report WHS	Report workplace hazards to the supervisor or manager and Risk and Safety Coordinator as soon as possible after they occur or are identified; and Report injury or illness arising from workplace activities using the Incident /Injury/ Near miss report form as soon as possible after incident.
5	Enterprise Risk and WHS Training	Attend all required Enterprise Risk and WHS training as organised by Risk and Safety Coordinator.

POSITION: Human Resources and Safety Administrator

GRADE: E

LEVEL	COMPETENCIES	Yes	No
Entry			
<i>The employee has the basic skills to meet the requirements of this type of work Entry will display the selection criteria of the position</i>	Actively apply computer skills – Microsoft Suite and HR systems	☐	☐
	Proficient use of Council's electronic record keeping system (EDRMS)	☐	☐
	Apply excellent communication skills by being professional and always maintain confidentiality	☐	☐
	Provide excellent telephone and professional skills in filtering calls and assisting with callers	☐	☐
	Ability to write standard correspondence	☐	☐
Step 1			
<i>The employee has all the skills to do this job at Council (using Council's systems, equipment, policies, standards)</i>	Have proven competencies for Entry Level	☐	☐
	Assist in administering Council's recruitment, selection and induction processes	☐	☐
	Assist in administering Council's WHS Management systems	☐	☐
	Work with minimal supervision and demonstrate ability to work as a team member	☐	☐
Step 2			
<i>The employee has the skills that foster multiskilling in a team/section/department</i>	Have proven competencies for Step 1	☐	☐
	Apply sound knowledge in Council's recruitment, selection and induction processes	☐	☐
	Assist in administering Council's Pulse Software Modules	☐	☐
	Manage WHS record keeping and reporting systems		
	Conduct inspections, hazard identification and hazard mitigation	☐	☐
	Assist in coordinating HSC meetings	☐	☐
Step 3			
<i>The employee has skills to confidently undertake higher duties</i>	Have proven competencies for Step 2	☐	☐
	Apply problem solving skills to resolve medium level issues, knowing when to refer issues that are of a higher level	☐	☐
	Proven ability to undertake relief duties of other positions within the HR team	☐	☐
	Assist in managing workers compensation and support return to work programs	☐	☐
	Sound level of understanding of Local Government Award and Act	☐	☐
	Sound level of understanding of WHS Acts and regulations	☐	☐