



# Applicant Information Pack

Position: People Services Partner

Date: August 2023

## Contents

Application Form – People Services Partner.....	2
Pre-Employment Health Disclosure Form .....	3
Position Description.....	5
Recruitment and Selection Information .....	8

## Application Form – People Services Partner

<b>Surname</b>	<b>Given Names</b>
<b>Address</b>	
<b>Email</b>	<b>Preferred Phone</b>
<b>Working Rights</b>	
Australian Resident Y or N	VISA Expiry Date:
	VISA Number:
<b>Referees</b> <i>I hereby give consent to the below referees being contacted.</i>	
1. Name	Position
Contact Number	Relationship
2. Name	Position
Contact Number	Relationship
<b>Application Checklist</b>	
This Form Completed Y / N	Resume Y / N
Pre-employment Health Disclosure Form Completed Y / N	Application Cover Letter Responding to Position Description Selection Criteria Y / N
<b>Declaration by Applicant</b> <i>I hereby declare that all information contained in this application is true and accurate and has been prepared directly by me and not another party on my behalf.</i>	
_____ Signature	_____ Print Name
_____ Date	

# Pre-Employment Health Disclosure Form

People Services Partner



August 2023

## Purpose

Glamorgan Spring Bay Council is committed to ensuring it provides a safe place of work as required under the *Work Health and Safety Act 2012*. As part of fulfilling this commitment, Glamorgan Spring Bay Council requires that people disclose any real or potential health illness or injury or medication which may impact upon performing the above mentioned role.

In addition, Glamorgan Spring Bay Council also has a range of other safety practices to ensure a safe place of work such as testing for alcohol and drugs, monitoring fatigue and similar.

## Position Risks

The below risks have been identified for the above mentioned role.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Use of visual display unit (IPad and Laptop) | <input checked="" type="checkbox"/> Repetitive use of mouse/keyboard          |
| <input checked="" type="checkbox"/> Working under pressure                       | <input checked="" type="checkbox"/> Sitting for extended period (1.5 + hours) |
| <input type="checkbox"/> Standing for extended period (1.5 + hours)              | <input checked="" type="checkbox"/> Driving                                   |
| <input checked="" type="checkbox"/> Lifting less than 20kg                       | <input type="checkbox"/> Lifting 20-35kg                                      |
| <input type="checkbox"/> Lifting more than 35kg                                  | <input type="checkbox"/> Climbing ladders                                     |
| <input type="checkbox"/> Working at heights (greater than 2 metres)              | <input type="checkbox"/> Sun exposure   |
| <input type="checkbox"/> Dust exposure   | <input type="checkbox"/> Noise exposure                                       |
| <input checked="" type="checkbox"/> Walking uneven surfaces                      |   |

## Disclosure

<b>Print Name</b>	
<b>Date Completed</b>	

Item	Date	Details <i>(Name injury/illness/medication, impact, treatment)</i>
<b>Illnesses</b> <i>Disclose any past or current illness that may re occur, be triggered or exacerbated by the risks identified.</i>		

<p><b>Injuries</b>  <i>Disclose any past or current injuries that may re occur, be triggered or exacerbated by the risks identified.</i></p>		
<p><b>Current Medications</b>  <i>Disclose any medications that may impact upon the performance of the role as per the risks identified.</i></p>		
<p><b>Past Workers Compensation</b>  <i>Disclose any current or past workers compensation that may impact upon the performance of the role as per the risks identified.</i></p>		

Note: add additional pages to this if required.

**Declaration and Authorisation**

I declare that the information provided in this Pre-Employment Health Disclosure Information Form is true and accurate at the time of completion and acknowledge that failure to provide true and accurate information could later result in termination of employment in the event I was appointed to the above mentioned position.

I authorise for this information to be passed on to a medical professional as part of any pre-employment medical I may be required to undertake during the recruitment and selection process.

<p><b>Print Name</b></p>	
<p><b>Signature</b></p>	

## Position Description

### People Services Partner

Local Government Modern Award

Governance

Triabunna Aug 2023



### PRIMARY OBJECTIVE

Develop and improve people and safety processes, systems, practices and strategies that support the business to succeed. Provide advice and support to the leadership team as it relates to best practice and legislative compliance.

### ORGANISATIONAL RELATIONSHIPS

Reports to the General Manager. The position works as key advisor to the leadership group to support them in leading and managing the organisations human capital.

### KEY ACCOUNTABILITIES/CHALLENGES

- Providing advice, support and delivering outcomes to the leadership team on best practice human resource management to meet business objectives.
- Providing work health and safety (WHS) advice and support to the business.
- Balancing time between business-as-usual demands and business improvement activities.
- Assessing and advising the leadership team on risk across the various legislative instruments as they relate to people matters and local government as an industry.

### PRIMARY RESPONSIBILITIES

Both functions:

- Review, revise and/or develop policies and procedures as it relates to human resources and safety, ensuring embedding across the workforce.
- Drive Council's induction for employees, contractors and visitors.
- Provide advice and support to Council's employee performance review process including case management of individual issues that arise from time to time.
- Technical expert in relation to enquiries on employment instruments including but not limited to the Enterprise Agreements, Awards, *Fair Work Act 2009*, *Work Health and Safety Act 2012* and *Workers Compensation and Rehabilitation Act 1998*.
- Generate and extract data for adequate reporting for internal and external purposes as it relates to people activities, metrics or statistics.
- Provide first point of contact for Workplace Standards and other people related enquiries and coordinate Council responses with the leadership team.
- Provide guidance and support to the General Manager as it relates to complex or escalated people issues.

## Human Resources

- Develop onboard and offboarding processes that integrate with other dependent activities such as pre employment checks, employment data collection, corporate and safety inductions, premises and data access, equipment, clothing requirements, vehicles etc.
- Lead all recruitment processes to support the engagement of staff that align to Council's desire culture.
- Write and/or revise position descriptions with relevant leaders to ensure a consistent approach and classify in accordance with the relevant industrial instrument.
- Ongoing review, issue and update of employment documentation in-line with contractual instruments and relevant compliance requirements.
- Ongoing review of Council remuneration and benefit arrangements including annual adjustments relative to Award, Enterprise Agreement, Contracts etc.
- Support staff to source and implement learning and development activities.
- Provide first point of contact for apprenticeship, traineeship and work experience organisations in managing appointments under this scheme.
- Manage the Employee Assistance Program contract to ensure access and information relevant to areas of general data for workplace action are understood and acted on.
- Contribute to the labour budget and ongoing review and reporting to ensure the labour budget is adhered to.
- Assist with validation of employment contract and payroll data held in the financial/human resource information system to ensure integrity and auditability.
- Work on HR projects that support the organisation to maintain an engaged and sustainable workforce i.e. organisational culture reviews, succession planning, enterprise bargaining negotiations, restructures.

## Workplace Health and Safety

- Work with leaders and staff to develop and embed councils WHS management system and induction processes.
- Generate, process and report on all accidents, incidents and near misses with interviews and engagement with stakeholders as necessary.
- Develop strategy to improve employee health and engagement within the workplace.
- Develop a calendar of events to develop staff engagement.
- Work with insurers and external advisors as it relates to workers compensation and return to work management, particularly settlements and/or disputes.
- Facilitate WHS committee meetings and outcomes.
- Work on WHS projects that support the organisation to maintain an engaged and safe workplace.

## **ALL STAFF RESPONSIBILITIES**

- Ensure that safety and risk is considered and practised in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policy and procedures including accreditation requirements specific to the General Practice which may be varied from time to time in consultation with appropriate staff.
- Carry out all responsibilities of the role in accordance with Council's code of conduct.

## **QUALIFICATIONS, EXPERIENCE AND ABILITY (SELECTION CRITERIA)**

1. A degree in a relevant area with at least 5+ years experience in a similar role.
2. Strong knowledge of legislation that relates to people in the workplace including practical application.
3. Well developed problem solving skills in relation to people challenges across a variety of matters including disputes involving third party adjudication and settlement.
4. An ability to work with people from all levels to gather information, educate and where necessary negotiate or resolve conflict.
5. Experience developing and reviewing policy, procedure and related tools across HR and/or WHS.
6. High level attention to detail and demonstrated research and analytical skills.
7. Strong computer skills, including preparation of own documents, well to high developed Excel skills, knowledge of accounting/payroll/human resource systems.
8. Ability to work with minimal supervision and to know when to escalate matters to senior staff.
9. A current drivers licence and commitment to maintaining this.

# Recruitment and Selection Information

August 2023



---

The role is offered on an ongoing basis.

Glamorgan Spring Bay Council is committed to employment via merit selection which is based on ensuring the best person for the job will be hired. Discriminatory attributes such as gender, age, religion, political beliefs and so forth as covered by Tasmanian anti-discrimination legislation will not be considered or influence recruitment and selection decisions.

After applications are received they will normally be shortlisted against the selection criteria as outlined in the last section of the position description. Assessment of these criteria is carried out by reviewing all information provided by the applicant in their application.

An interview process will typically involve a panel of people that may include people outside of Council. Depending on the content to be covered interviews can range from 20 minutes to two hours and conducted face to face, via video links or over the phone. Applicants will be tested against the same criteria and the interviewee may be asked to elaborate further on information provided in their application.

A process may involve more than one interview with the same or different people, aptitude testing, psychometric analysis and referee checking. Preferred applicants may also be required to undertake a medical as per the risks identified for the position, their health disclosure and general compliance with Council's safety requirements.

Successful applicants will be advised verbally in the first instance of Council's offer and subsequently provided with a contract of employment for consideration. Generally people have up to 14 days to consider an offer made.

Recruitment processes can take anywhere between two to twelve weeks to carry out depending on the components involve, applicant availability and location. During this time questions on progress should be directed to the person listed in the advertisement for specific position being filled.

Glamorgan Spring Bay Council does not provide for an appeal process with respect of recruitment and selection decisions.

All applications should be sent to [admin@freycinet.tas.gov.au](mailto:admin@freycinet.tas.gov.au) with the subject header of Application: People Services Partner.

Applications will be reviewed on a weekly basis.