



Re: Human Resources Advisor

Thank you for your interest in applying for the position of Human Resources Advisor with the City of Ballarat.

Please find enclosed an information package for the position. The package includes the following documents:

- Employment Details
- Benefits of working with the City of Ballarat
- Position description
- Key selection criteria
- Application cover sheet
- "Preparation of Application" notes

For general details of the Council, please refer to the following web site:
www.ballarat.vic.gov.au

For further information about the position or duties involved, please contact Cameron Montgomery, Human Resources Manager on 03 5320 5661 or
cameronmontgomery@ballarat.vic.gov.au.

**EMPLOYMENT DETAILS FOR POSITION OF
HUMAN RESOURCES ADVISOR**

<u>Status:</u>	Permanent, full-time position
<u>Location:</u>	This position will be based at the Phoenix Building, 25 Armstrong Street South, Ballarat.
<u>Award:</u>	Victorian Local Authorities Award 2001
<u>Enterprise Agreement:</u>	Ballarat City Council Enterprise Agreement
<u>Classification:</u>	Band 7
<u>Salary:</u>	\$65,761 to \$72,821 per annum + 9% superannuation
<u>Payment Details:</u>	Salary is paid on a fortnightly basis into a nominated bank account by direct bank deposit.
<u>Superannuation:</u>	Council will contribute 9% of salary to the Local Authorities Superannuation Fund, known as Vision Super. Alternatively, Employees may elect to be covered by HESTA, Health Super or VicSuper, if already contributing to these funds.
<u>Professional Development:</u>	Council recognises the importance of the employee maintaining an adequate level of skill and will allow for appropriate training opportunities.
<u>Hours:</u>	Hours of work are 8.15am to 5.00pm, with a 45 minute lunch break, Monday to Friday and one Rostered Day Off (RDO) per month to be taken at a mutually agreeable time.
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<u>Annual Leave:</u>	Four (4) weeks annual leave per annum.
<u>Sick Leave:</u>	Twelve (12) days sick leave per annum.
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.

Benefits of working with the City of Ballarat

Working at the City of Ballarat, you will be rewarded with flexible working arrangements, work/life balance, an attractive salary, study assistance programs, discounted gym memberships and an encouraging and supportive work environment.

As the Council provides a diverse range of services to the Ballarat community, employment opportunities can vary from Administration, Engineering, Planning, Home Care and Management with the majority of staff working on a full-time basis and the remainder part-time and casual.

- Salary Sacrifice
- Study Leave
- Wellness Program including discounted gym membership
- Discounted Dry Cleaning
- Payment of rates through payroll deduction if you are a ratepayer
- 10% discount of purchases from the Art Gallery of Ballarat Gift Shop

Family Friendly and Flexible Working Arrangements

- 13 weeks Paid Maternity Leave
- 1 week Paid Paternity leave
- 48/52 arrangements
- Job sharing
- Baby feeding facilities

24 Hours Employee Assistance Program (EAP)

- Converge International is the Council's preferred EAP supplier
- Designed to help employees deal with any work-related or personal problems
- Confidential

Professional Development

- Committed to developing its people by strategically identifying, developing and evaluating learning opportunities
- Access to learning opportunities will be non-discriminatory, based on corporate, team and individual needs and developments

POSITION DESCRIPTION

POSITION:	:	Human Resources Advisor
CLASSIFICATION:	:	Band 7
AWARD:	:	Victorian Local Authorities Award 2001
DEPARTMENT:	:	Organisation Development
SECTION:	:	Human Resources
APPROVING MANAGER:	:	Human Resources Manager
DATE APPROVED:	:	January 2010
NAME OF INCUMBENT:	:	_____
SIGNED:	:	_____
DATED:	:	_____

1. ORGANISATIONAL CONTEXT

The City of Ballarat has a workforce of approximately 750 staff and provides a diverse range of services to the citizens of Ballarat. The Human Resources Team is within the Organisation Services Division.

Our emphasis is on excellent customer service and providing a high level of support, guidance and advice to all levels of the organisation in managing their human resource needs.

2. POSITION OBJECTIVES

- Provide best practice human resources advice and delivery of human resources services to City of Ballarat managers and staff within Business Units.
- Develop and coach new and existing line managers in fundamental human resource practices and procedures.

3. KEY RESPONSIBILITY AREAS

- Work with Directors, Executive Managers, Business Unit Managers and other staff to provide fundamental human resource services as required.
- To be responsible for the provision of professional advice to Managers and Supervisors particularly in respect to individual managers' departmental responsibilities.
- Operate as a member of the team providing contributions to achievement of team and the Human Resources unit objectives.
- Provide counselling to staff in human resources related issues.
- Provide leadership and guidance on the negotiation, implementation and maintenance of future Enterprise Development Agreements and Local Area Work Agreements to ensure outcomes which positively contribute to the Council's competitiveness and performance.
- Ongoing development and education of management in the utilisation of City of Ballarat human resources policies and procedures.
- Provision of advice, assistance and direction to internal clients on a diverse range of human resources issues, including HR policy and procedures, Industrial Relations, Recruitment, Training, Staff Development, Performance Management, Organisational Reviews and Equal Employment Opportunity.
- Monitor and track trends in legislative, regulatory and business requirements and communicate to human resources team.
- Assist in preparation of relevant human resources reports for management when required.
- Liaise with and develop relationships with any internal and external service providers including ITIM, VECCI, Union, Legal team etc.
- Maintain professional networks with other Human Resource practitioners.
- To provide high quality and best practice human resources advice and services to relevant Business Units.
- Achieve all human resources targets set in Business Plan and in conjunction with the Human Resources Manager.
- Develop and maintain effective and cooperative communication relationships with external service providers, consultants, and neighbouring Councils.
- Liaise with union representatives as required.

4. ORGANISATIONAL RELATIONSHIPS

Reports to: Human Resources Manager

Internal Liaisons: Directors and Executive Managers
Managers/Supervisors
Learning & Development Coordinator
Risk Advisors
Team Leaders
Staff

External Liaisons: VECCI
Employment Providers
Equal Opportunity Commission
Other Council HR representatives
AHRI
Unions
Legal Advisors

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The prime responsibility for this position cannot be clearly defined and is a composite of human resource management, policy development and specialist advice.
- Under the direction of the Human Resources Manager, the incumbent has authority to undertake all day to day activities within Council policy and budgetary constraints including:-
 - Recruitment of staff
 - Providing interpretation and advice on human resource policies and industrial awards
 - Effective use of HR & Payroll systems
- Accountable for ensuring that all human resource legislative requirements and appropriate standards are observed.
- Accountable and directly responsible for producing effective human resources policies and practices.

6. JUDGEMENT AND DECISION MAKING

- Make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- The work is not clearly defined and the duties are carried out independently.
- A significant degree of the work involves research, identification and application of optional courses of action. In addition, there is considerable problem solving required, particularly in the area of staff conflicts, staff personal problems requiring counselling and other human resource management problems.
- The position is required to identify and develop policy options following broad consultation and research, for formal recommendation to Council.
- There is full discretion with respect to the application of various and diverse methods, procedures and techniques.

7. SPECIALIST SKILLS AND KNOWLEDGE

- Excellent communication skills.
- Knowledge of the relevant Human Resources Legislation, Awards and Policy and Procedures.
- An excellent understanding of recruitment and selection techniques.

- To have a thorough knowledge of the job evaluation process and be able to assist Business Units with job design issues.
- Experience in providing support and counselling to staff in a wide range of employee issues.
- To exhibit leadership skills and be able to play a key role in a changing workplace environment.
- Sound analytical and interpretative skills.

8. MANAGEMENT SKILLS

- The position involves managing time, setting priorities, having vision, people management skills and planning and organising own work. This position also requires the ability to meet objectives within time constraints and conflicting demands.
- This position also requires a detailed understanding of personnel policies and procedures.
- To be able to lead, develop and work with staff in a team environment.
- Demonstrated skills in time management and being able to deliver outcomes.
- To coach and mentor staff on human resource matters.
- Ability to problem solve.

9. INTERPERSONAL SKILLS

- The following interpersonal skills are essential for the position:-
 - High level negotiation skills
 - Ability to discuss and resolve problems
 - Leadership
 - Ability to motivate others
 - Advocacy skills in representing the organisation before external bodies
 - Counselling skills
- This position requires well developed interpersonal skills with the ability to negotiate with, and motivate others and to resolve organisational problems.
- Personal characteristics of being a 'team player' with broad vision and the ability to add value through own work and work of staff in the area of divisional responsibility.

10. QUALIFICATIONS AND EXPERIENCE

- Degree or diploma in Human Resource Management or similar with several years experience or lesser formal qualifications with substantial experience.

KEY SELECTION CRITERIA

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant. The criteria are not listed in any order of importance.

- Degree or diploma in Human Resource Management or similar with several years experience or lesser formal qualifications with substantial experience.
- Highly developed interpersonal skills with the ability to negotiate and consult across all levels
- Proven ability to build and maintain strong relationships with internal and external customers and business associates.
- Well developed written communications skills with the ability to produce specialised reports, policy development and associated documentation.
- Strong customer service focus and commitment to quality customer service outcomes.
- Knowledge of the relevant Human Resources Legislation, Awards and Policy and Procedures.
- Analytical and Problem solving skills in a human resources environment.



CITY OF BALLARAT

Application Cover Sheet

Position Applied For: Human Resources Advisor

(Reference Number: HR: 01-10: OSHRA)

Note: Applicants are required to respond to the Key Selection Criteria in their applications.

Please attach this cover sheet to the front of your application.

Surname: _____ Given Name: _____

Mr/Mrs/Ms/Miss _____

Address: _____

Phone: (Bus) _____ (Home) _____ (Mobile) _____

Right to Work

Please note that in order to work at the City of Ballarat, you must have the legal right or be in the process to obtain permission to work in Australia. If you do not currently have that right, you may apply for this position and the Council may be able to assist you in obtaining that right; however the Council offers no guarantee of such assistance.

Are you an Australian citizen? Yes No

If No, please tick appropriate evidence that you can provide:

- Certificate of evidence of resident status
- Valid visa with work right

Previous Experience:

Employer	Dates From -----To	Duties Performed	Reason for Leaving

Education:

School/College/Uni	From -----To	Full Time/ Part Time	Attainment

Trade/Cert/Qualifications (show dates gained)

Do you have:

- Current Driver's License Y/N
- Current First Aid Certificate Y/N
- Current Police Check (not more than 6 months old) Y/N
- Are you willing to undertake a Police Check if required? Y/N
- Have you completed the attached Professional Referees form? Y/N
- Have you read and understood the Position Description? Y/N

Where did you see this advertisement _____?

****** Don't forget to attach your Resume and address the Key Selection Criteria ******

What is your availability to work e.g. hours, days and commencement?

Applicants Signature: _____

Date: _____



PRIVACY ACT INFORMATION & DECLARATION

The personal information requested on this form is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

Professional Referees

I hereby agree to the following nominated persons acting as referees and being contacted for the purpose of seeking referee information regarding my previous employment performance and my suitability for future employment:

Name of Referee (Direct Manager if possible)	Company & Position	Contact Phone Number
1.		
2.		
3.		

I confirm that the above referees have been contacted by me and have consented to acting as referees on my behalf. I understand that failure to gain the consent of the persons listed above to act as referees may result in the City of Ballarat not considering me for employment.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the City of Ballarat's Privacy Act Policy and *Victorian Information Privacy Act 2000*, including the provision of access to that information.

Name of Applicant

Signature

Date

PREPARATION OF APPLICATION

These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application.

Addressing Key Selection Criteria

The Key Selection Criteria are listed in this package. Each criterion must be addressed and it is essential that the information you provide is clear, concise and most importantly relevant, so that the selection panel can readily assess your application for the above position. It is up to you to demonstrate that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. It must be noted that it is not practical to interview all applicants and therefore only those who best meet the requirements will be short-listed for interview.

Other Documents

Only copies of supporting documents should be enclosed with your application, so as to avoid loss or damage to originals.

Applications

- Ensure that you have read the position description and understand the requirements of the position
- **You will need to provide:**
 - **A covering letter**
 - **A separate attachment outlining your experience against the key selection criteria**
 - **Complete Application Cover Sheet**
 - **A current Resume**
 - **Names and contact numbers for two referees**

The Council is pleased to accept all applications for positions and does not favour hand written applications over typed applications or vice versa. However, all applications should be neat and legible for ease of reading.

Please staple together all information; do not enclose your application in a folder.

All applications will be treated with the strictest confidentiality and are to be addressed as follows:

**“Private and Confidential”
Human Resources
City of Ballarat
PO Box 655
BALLARAT VIC 3353**

Alternatively, applications may be submitted by email to: applications@ballarat.vic.gov.au

Applications close: **Friday, 12 February 2010 at 5.00pm**

Please Note: Late Applications cannot be accepted.