





JOB OVERVIEW			
JOB TITLE	Human Resource Development Officer		
JOB LOCATION	Katherine	WEEKLY HOURS	38
DIVISION / DEPARTMENT	Corporate Services	LEVEL	4
DIRECT REPORTS	Recruitment Administrative Officer	WORKING CONDITIONS	Travel is required including overnight stays in remote communities
REPORTS TO	Director of Corporate Services	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2021 - 2023.
POSITION DETAILS			
JOB PURPOSE	This position will assist the Director of Corporate Services deliver Human Resources and Staff Development / Training for all Council employees.		
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Work as part of a team and develop and maintain good working partnerships with all stakeholders, to enable Corporate Services to achieve the Council's strategic objectives. 2. Oversee the Recruitment Administrative Officer to ensure coordination of the administration of the Recruitment and Selection process and assist in all facets of the recruitment and selection process. 3. Monitor employee on boarding and off boarding processes and manage and participate in Councils Induction Program and exit interviews ensuring inductions are completed in regional areas and inductions for regional office and orientations for regional employees level 4 and above is conducted. 4. Provide advice on the interpretation of HR matters, Policies, Procedures, and employee relations issues to all staff. 5. Maintain HR's Management system to ensure correct recording of staff and employment related information is up to date at all time. 6. Assist with the preparation of HR reports and data. 7. Assist in maintaining staffs working knowledge of Council's Human Resource Management system. 8. Identify and record training and development needs through job analysis and staff appraisals. 9. Develop and coordinate Councils annual training calendar ensuring staff are provided with opportunities to develop and it meets the needs of the position. 10. Liaise with training providers to ensure requirements of the training and staff are met. 11. Ensure all training that is undertaken is recorded on the employees file. 12. Prepare reports on employee training and its effectiveness. 13. Ensure the policies and procedures of the Council are adhered to and all resources effectively deployed. 14. Maintain a safe working environment and ensure Occupational Health & Safety regulations are adhered to. 		
QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE			
EDUCATION REQUIREMENTS	An appropriate tertiary qualification or extensive experience in Human Resources		
EXPERIENCE & KNOWLEDGE REQUIREMENTS	<ol style="list-style-type: none"> 1. Understanding of Human Resource Management principles and practices. 2. Highly developed organisational and time management skills. 		

	<ol style="list-style-type: none"> 3. Strong interpersonal skills, including high level written and oral communication, mediation and negotiation skills with an ability to relate appropriately to staff at all levels while providing effective client services. 4. Ability to be able to work in remote communities in a cross cultural environment. 5. Sound coordination skills with an ability to effectively lead, train and motivate staff and provide guidance to others. 6. Ability to work in a sensitive and confidential area. 7. Ability to be able to interpret legislation and Awards to others. 8. Sound knowledge and demonstrated commitment to the principles of Occupational Health & Safety and Equal Employment Opportunities.
<p style="text-align: center;">OTHER REQUIREMENTS</p>	<ol style="list-style-type: none"> 1. Recent Criminal History Check within the last 3 months or willing to obtain one. 2. Working with Children's Clearance 3. Current NT Drivers Licence
<p style="text-align: center;">PHYSICAL REQUIREMENTS</p>	<p>The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2021 - 2023.</p>
<p style="text-align: center;">ENDORSED By TRUDY BRAUN DIRECTOR OF CORPORATE SERVICES</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 40%; text-align: center;">  </div> <div style="width: 15%; text-align: center;"> <p>DATE REVIEWED</p> </div> <div style="width: 45%; text-align: center;"> <p>3/9/21</p> </div> </div>
<p style="text-align: center;">APPROVED By RUSSELL ANDERSON CHIEF EXECUTIVE OFFICER</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 40%; text-align: center;">  </div> <div style="width: 15%; text-align: center;"> <p>DATE APPROVED</p> </div> <div style="width: 45%; text-align: center;"> <p>3/9/21</p> </div> </div>