

People and Capability Project Officer

POSITION DESCRIPTION



Position Number:	3983
Department:	Corporate Services
Section:	Workforce and Governance
Unit:	People and Capability
Position Status:	Permanent Full Time
Classification:	Level 5 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Coordinator People and Capability
Revised:	July 2024

General Position Statement

This position supports Council's direction by developing and implementing a wide range of initiatives and project priorities in the People and Capability Unit. As a team member in People & Capability unit, this position will work with all stakeholders within the unit to improve organisational efficiencies and drive a positive culture that fosters learning and development and employee engagement.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities:

- Lead and oversee a range of projects within the People & Capability unit encompassing employee lifecycle functions.
- Monitor project plans, coordinate resources and monitor budgets to ensure project milestones are met.
- Work closely with key Council stakeholders to support the development and implementation of People and Capability policies, strategies and plans which meet Council's objectives.
- Plan and deliver a wide range of initiatives and priorities for the People and Capability unit, in line with relevant legislative obligations and Council commitments.
- Carry out research and analysis to provide advice on a board range of functions within the unit and section as required.
- Prepare documentation, targets and timeframes relating to the delivery of People and Capability projects.
- Stay abreast of new and emerging opportunities and best practice HR approaches and changes in legislation relevant to the People & Capability area.
- Maintain effective networks with relevant internal and external stakeholders and collaborate to progress priority initiatives.
- Assist in the preparation and presentation of reports and project updates to senior leaders as required.

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- Facilitate internal and external workshops and activities relating to Council's Workforce and People and Capability programs.
- Commit to and assist in the development of a culture of continuous improvement within the section.
- Maintain a comprehensive level of knowledge on Council services, structure and long-term goals to ensure human resource services align with business needs.
- Undertake other corporate projects as required from time to time including assessment of software systems and service provision.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies:

Skills/Competencies

- Knowledge of functions within the People & Capability unit including Human Resources, Organisational Development, Industrial Relations, and Complaint Management.
- Demonstrated experience leading projects within scope, time, and budget.
- Demonstrated ability to plan and organise workload and operate with a high degree of autonomy, while providing proactive assistance to all stakeholders.
- Demonstrated ability to set goals and meet project deadlines for the unit.
- Demonstrated ability to research, collate information and provide written reports and recommendations.
- Demonstrated experience reviewing and improving systems and processes.
- Excellent interpersonal skills with a proven track record in developing strong working relationships at all levels.
- Demonstrated ability to negotiate mutually beneficial outcomes.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role. Strong conflict resolution and negotiation skills.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to Change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Operate Systems - Ability to effectively operate Council's computer systems including the Ci Anywhere Suite (ECM) and the MS Office Suite.

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Qualifications and Experience

Tertiary qualifications in a relevant field (Human Resources, Business Management, Project Management or similar) and/or significant experience in a similar role within a large and complex organisation.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council’s Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a “C” Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager Workforce and Governance
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	