



# WHITEHORSE CITY COUNCIL

## Position description

**Job title:** Senior People and Culture Support Officer

**Classification:** Band 6

**Effective Date:** January 2026

**Reports to:** Manager People and Culture

**Tenure:** Temporary Part Time (0.7)

### About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



### CREATE - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

## Goal Statement

This position is a fast paced, high volume, customer service oriented frontline provider of quality People and Culture services. The position supports leaders, employees and volunteers providing timely, accurate and informed advice, whilst informing, coordinating and administering effective and quality services across the employee and volunteer life cycle.

This role provides support and guidance to the People and Culture Support Officers to resolve more complex queries, and actively contributes to developing and administering people and culture policy/ procedure, process and systems.

## Key Responsibilities

### *Position Specific Responsibilities*

#### **Support to Managers, Employees and Volunteers**

Provide initial policy advice and process assistance on employee lifecycle related matters including onboarding, offboarding and cross-boarding.

Inform and maintain a People and Culture Hub of intranet resources that are fit for purpose, accurate and aligned to processes and systems to enable self-service for leaders and employees; and extranet resources for volunteers.

Ensure the on-boarding process for new employees and volunteers to Council is accessible to People Managers and Volunteer Managers. Support appropriate induction and management of probation.

#### **New Starter Process**

Inform, coordinate and administer the new starter process including appropriate documentation and approvals.

Administer pre-employment and pre-volunteer processes (including qualification checks, police checks and working with children checks).

Coordinate new starter experience surveys via external provider.

With guidance from Organisational Development, deliver Council's corporate Induction program for employees and volunteers.

#### **Employment Lifecycle**

Inform, coordinate and administer People and Culture transactions against service level standards and agreed timeframes.

Under the guidance of the Coordinator People Support Centre, draft and issue employment contracts, contract variations, change letters and volunteer engagements.

Monitor casual employment engagement and action the Casual Conversion process as relevant.

Actively enable Council's talent acquisition policy and practice including guiding hiring managers and candidates through the Council recruitment process.

Coordinate Council's Casual Pool, including periodic communications.

Coordinate and administer cyclical activities across learning, performance, OHS, D&I and reward and recognition for employees and volunteers, including procurement (e.g. applicable to learning includes responding to inquiries, support with training logistics).

Coordinate the exit processes for employees (including exit surveys via external provider) and volunteers.

### **Processes and systems**

Inform and actively facilitate HR and volunteer processes and systems to support take up of leaders, employees and volunteers to embed in day to day practice.

Contribute to the development and review of People and Culture policies and procedures.

Administer and update HR Information Systems (Oracle, Pay Global and Better Impact) to established workflows in a timely manner, ensuring quality service delivery and accurate data and records.

Maintain and enhance HR Information systems and software to ensure optimal performance and functionality.

As Subject Matter Expert of HR Information Systems, advise and guide leader, employee, volunteer and Superuser users in their application of the systems.

Inform and implement continuous improvement, changes or modifications in HR, payroll and volunteer process and systems to ensure they are fit for purpose and drive efficiencies.

Conduct training of employees, managers and other relevant parties in P&C Operations processes and system.

Provide support to Coordinator P&C Support Centre in relation to P&C Operations service delivery, policies, processes and system.

Undertake projects and other duties as requested for applicable P&C Operations deliverables.

### **Data management and reporting**

Maintain quality People and Culture data and records.

Administer systematic capture of corporate training records and data.

Accurate and timely collation of data for People and Culture metrics and monthly reporting.

Ensure compliance with all relevant legislation, service standards and contractual obligations.

Support the broader People and Culture team as required in program and service delivery, including project initiatives to achieve the People and Culture Service Plan.

### *Corporate Responsibilities*

Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.

Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.

Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.

Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety.

Other duties as directed within the skills and capabilities of a position at this level.

### **Accountability and Extent of Authority**

**Budget:** Nil

**Staff responsibility:** Nil

### **Key Relationships:**

- The position will liaise with leaders, employees and service providers at all levels of the organisation.
- The position is required to maintain professional relationships with various external contacts, including other councils, external partners and providers.

### **Judgement and Decision Making**

- The freedom to act is governed by clear objectives, guidelines and/ or budgets.
- Exercise judgment and solve problems, using policies, procedures and/or applying knowledge required through relevant experience or drawing on technical knowledge. On occasion, problems may be complex and relate to situations not previously encountered.
- Problem solving may require innovation and the continuous improvement of techniques, including their application to new situations.
- Guidance and advice are usually available
- Decisions and actions are usually subject to appeal or review by more senior staff.

### **Specialist Knowledge and Skills**

#### **Technology**

- Advanced skills in Microsoft Office applications
- Extensive knowledge of administering HR information systems
- Working knowledge of PayGlobal and Oracle is desirable

#### **Other Technical Skills**

- Understanding of Australian employment law framework
- Working knowledge of the Fair Work Act 2009, and ability to interpret industrial instruments
- Demonstrated experience interpreting People and Culture policies and procedures, Enterprise Agreements, conditions of employment and legislative requirements.
- Understanding of the long term People and Culture Department goals and policies and the wider organisation goals.

#### **Certificates/Licences**

- Satisfactory National Criminal History Check.
- Working with Children Check.

## Qualifications and Experience

- Tertiary qualification in a related discipline with relevant experience or lesser formal qualifications with substantial experience.
- Extensive experience in a fast paced, high-volume organisation, delivering HR service, including onboarding, offboarding and cross-boarding, learning, performance and OHS.
- Demonstrated breadth of knowledge of HR policies, process, systems and relevant legislations

## Interpersonal Skills

- Excellent communication and interpersonal skills so as to gain the co-operation of stakeholders (both internal and external) utilised in the administration of well-defined activities.
- Problem-solving skills with the ability to effectively manage complex and sensitive situations applying sound judgement and discretion, with assistance from more senior staff.
- High self-awareness and capacity to build trust and gain the confidence of others.
- A personal style that models integrity, equity, fairness and transparency.
- Proven ability to manage a dynamic workload and prioritise to ensure specific and set objectives are achieved.
- Sound presentation skills to enable the clear communication of information.
- Ability to influence and gain the cooperation of People and Culture from team members when implementing process improvements
- Ability to gain the cooperation and assistance of other employees and People Leaders across the organisation in the administration of defined People and Culture support Centre activities.

## Management Skills

- An understanding of the long term goals of the P&C Department and a knowledge and appreciation of the goals of the wider organisation.

- Contributes to the overall performance of the P&C team, ensuring that objectives and goals are met.

Sound knowledge of relevant HR administration procedures relating to the end to end employment cycle

#### **Other attributes (desirable)**

- Knowledge of local government operations and applicable legal and regulatory requirements (for example the Local Government Act 2020) an advantage.

#### **Notes and Comments**

- The incumbent may be required to work from different locations within the municipality

#### **Key Selection Criteria**

- Tertiary qualification in a related discipline or an equivalent combination of training and workplace experience.
- Extensive experience in HR service delivery (e.g. coordinating and administering onboard, offboard and cross boarding processes, learning, performance and OHS) in high volume setting
- Applied knowledge of HR policies, process and systems and supporting managers and staff to promote consistency, compliance and continuous improvement.
- Strong analytical skills to review current processes and identify areas for improvement
- Excellent interpersonal skills with demonstrated customer service focus and skills.
- Highly developed organisational skills including the prioritising of workloads, managing multiple and demanding deadlines and undertaking administrative tasks.
- Ability to maintain confidentiality and work with sensitive information.
- Practical and results orientated with a proven ability to apply flexibility and solve problems.

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Sometimes	
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms	Keyboard, writing, carrying office supplies	Often	
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.		Never/rarely	
<b>Standing</b> Tasks involve standing in an upright position	May work at sit/stand desk, make presentations	Sometimes/often	
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height		Never/rarely	
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects		Sometimes/often	
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another	Office equipment. Not heavy	Sometimes	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body		Never/rarely	
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.	A large portion of the work will involve using a computer sitting at a work station.	Often	
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence		Often	

**Any other relevant comments:**