



City of
Kalgoorlie
Boulder

Position Description

Position Title: Human Resources Officer

Position Details

Position Number	1309
Position Classification	Level 6/1 – 6/7
Status	Full Time
Directorate	Governance and Organisational Strategy
Work Location	Administration Building
Reports To	Coordinator People and Culture
Supervisory Responsibility	No direct/indirect supervisory responsibilities

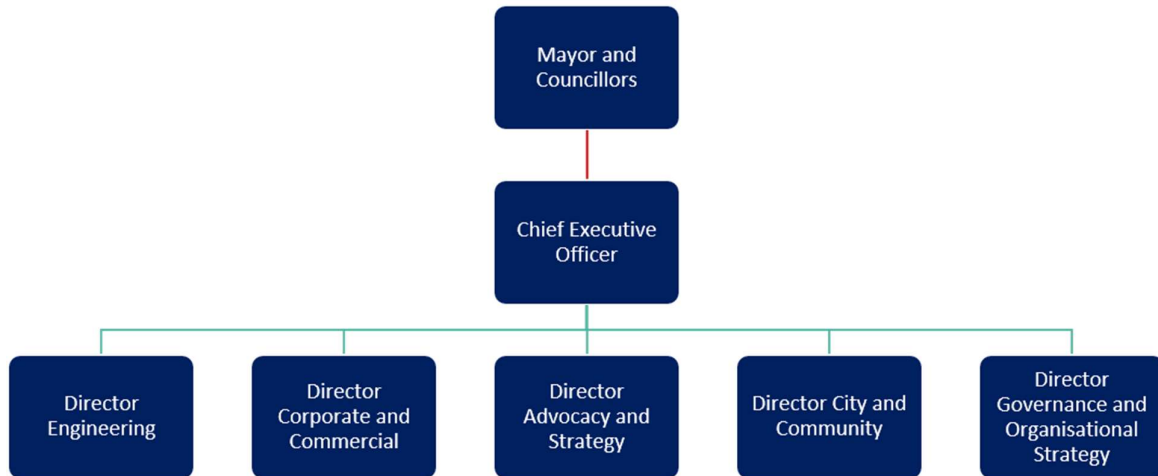
Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

MISSION

'Working together for the place and people we call home.'

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

Position Overview and Purpose

This position is responsible for providing people and culture support that is aligned to Council's strategic objectives through the provision of timely and accurate human resource information to internal and external customers whilst always maintaining strict confidentiality.

To support and provide high quality customer service encompassing the full spectrum of operational and administration human resource services and information. This includes but is not limited to recruitment, employee relations, induction, training and administrative tasks under the direction of Manager People & Culture.

Position Accountabilities

Key accountabilities

- Support the People and Culture team by providing high level of employment services to internal and external customers throughout the employee lifecycle.
- Provide accurate and timely advice on the interpretation and application of the City's Enterprise Agreement and relevant Policies and Procedures.
- Oversee the recruitment process for designated business units including providing advice to Hiring Managers on recruitment strategies.
- Coordinate and participate in the interviewing of applicants for key council positions.
- Administer the City's probation process including monitoring probation completion dates, maintaining probation paperwork, assisting supervisors where necessary.
- Coordinate the onboarding processes including contributing to the induction of new employees, ensuring relevant training is booked and required checks are completed.
- Monitor currency of employees' working visa and Working with Children Check where applicable and maintain a register.
- Oversee the employee exit process including conducting exit surveys and ensuring recoup of relevant entitlements.
- Perform regular HR reports and analytics as requested, maintaining appropriate records.
- Provide support to health and safety practices including administering Drug and Alcohol tests to employees where necessary.
- Assist the Manager People and Culture with the investigation and resolution of workplace grievances and complaints.
- Foster positive working relationship with external stakeholders creating appropriate recruitment pipelines. Eg Attend career's events and/or schools to engage interest and recruit for potential openings.
- Establish and maintain effective, credible working partnerships and foster collaborative relationships whilst displaying professionalism.

Key Performance Indicators

- Ensure that monthly reporting is completed accurately and on time each month.
- Contribute to business unit review to improve People and Culture performance.
- Contribute to the development of the City's Recruitment procedure to ensure the P&C team is able to support strategic objectives.
- Attending various career fairs and expo to improve the City's reputation and relationship with external stakeholders.
- Holding regular meetings with relevant Directors and Managers to ensure two way communication between teams.



Judgement & Decision Making

- Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.
- Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor.
- Apply legislation and Council policy direction to decision-making with guidance from the Manager.
- Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards.
- Apply knowledge and skills to ensure consistent quality outcomes.

Skills & Knowledge

- Experience in human resource or similar area such as a business support area.
- Demonstrated knowledge of human resource functions and relationships.
- Demonstrated ability to establish and maintain effective working relationships with internal clients and/or business units.
- High level communication and interpersonal skills including ability to liaise effectively and confidently with internal and external customers.
- Strong team player with proven ability to work autonomously with initiative, forward thinking and capacity to solve problems.
- Strong administrative, planning, and organisational skills with the ability to work to deadlines across several projects simultaneously with excellent attention to detail.
- High level of professionalism and demonstrated ability to manage confidential information accordingly with maturity, flexibility, discretion and astute judgement
- Proficient in the use of Microsoft Office programs.
- Current satisfactory National Police Clearance.
- Current WA "C" Class driver's licence.

Corporate Accountabilities

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate Responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.
- Takes responsibility for and actively undertakes risk management activities in accordance with the City's Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.



- Ensure that you take reasonable care to ensure your own health and safety and that of others.

