

# Landscape South Australia



## Human Resource and Business Support Officer Eyre Peninsula Landscape Board

**Term of Employment:** 30<sup>th</sup> June 2029

**Remuneration:** \$79,432 - \$83,266 (ASO4)

**Hours of work:** Fulltime (37.5 hours/ week)

**Reports to:** Manager, Planning and Business Support

### About the role

The Human Resources and Business Support Officer is primarily responsible for providing human resources support services to the Eyre Peninsula Landscape Board. This includes the provision of advice and administration of a range of HR functions, as well as providing back-up support to the Executive Support Officer roles at times, to ensure critical Board executive support is provided. The role also provides highly effective and responsive administration of the records management system, information management system and asset management system, as well as fleet management and general administrative work and customer service support.

### About us

The Board is one of eight regional landscape boards and Green Adelaide that are responsible for supporting local communities to manage soils, water, pests, and biodiversity through the *Landscape South Australia Act 2019*. The Board invests the landscape levy into regional priority issues as well as leveraging Australian Government funding towards managing and protecting our productive and natural landscapes.

The Eyre Peninsula region covers approximately 80,000 square kilometres and includes part of the upper Spencer Gulf, the city of Whyalla, across the southern boundaries of the Gawler Ranges, past Ceduna to the edge of the Nullarbor Plain and south to the fishing hub of Port Lincoln. The local economy is diverse and includes primary industries (cereal crops, sheep, cattle and viticulture), health and community services, manufacturing, retail trade, construction, education and training and mining. The majority of South Australia's aquaculture farming is also located in the region. The Eyre Peninsula supports a population of just under 60,000 people and is the traditional lands of First Nations peoples.

### Key results/outcomes to be achieved

- Managers are provided with timely and accurate human resource management support that facilitates processes including recruitment and selection, job design/role descriptions, remuneration level assessment, to select and retain a high performing workforce.
- Human resource processes are managed, with reporting and other obligations met in a timely manner.
- Maintenance of an appropriate training register, training records, coordination of training for regional staff and performance review processes.
- Administration of the records management system, information management system, asset management system and water affecting activity applications.
- Provision of vehicle and fleet administration support in an effective and efficient way including giving advice to colleagues regularly.
- In the absence of the Executive Support Officer, a high standard of administrative and executive support is provided to the General Manager, Presiding Member and at times the Senior Management Team.
- A professional, friendly and high-quality level of customer service is delivered to all internal and external customers in person, by telephone, email and in writing. This will include front-line duties and a wide range of office functions, as required.

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## Key relationships

- Manager Planning and Business Support (line manager)
- Planning and Business Support Team
- Senior Management Team and employees
- Eyre Peninsula Landscape Board members
- HR officer network and other agencies

## Special conditions

- Position is based in Port Lincoln, South Australia
- May be required to work outside of the normal hours of work.
- A current class "C" driver's licence and willingness and ability to drive a government vehicle is essential.
- Actively participate in the Board's Performance Development and Review Program.
- Develop and maintain productive and professional relationships with managers and stakeholders that align with the Code of Ethics for the South Australian Public Sector.
- Contribute to a safe workplace by accepting responsibility for own and others' safety, identifying and reporting hazards, and participating in consultation about health and safety matters.
- This role has been designated as a Position of Trust pursuant to the standards required in the Australian Government Protective Security Policy Framework. By applying for this role you consent to being screened under the process of obtaining a National Police Clearance (NPC), and to the Board requiring you to obtain a NPC.

## Selection criteria

### Knowledge, skills, abilities and experience

- Proven experience applying attention to detail, accuracy and interrogating anomalies.
- Proven organisational and time management skills, including the ability to manage high volumes of work with competing demands and critical deadlines.
- Demonstrated ability to provide accurate and timely administration including giving advice about all aspect of human resource management.
- Receive, analyse and interpret information in verbal and written formats and offer ways to improve.
- Proven ability to accurately use the Microsoft suite of software applications including Word, Outlook, Excel and PowerPoint.
- Proven ability to work independently, contribute co-operatively in a team environment, and collaborate effectively with a range of people using clear written and verbal communication.
- Demonstrate appropriate and professional workplace behaviours and the ability to build and maintain effective and productive working relationships.
- Ability to apply safe work practices and be proactive about safety procedures.

### Qualifications/Education

- An appropriate qualification in business administration or human resource management (desirable)

### Expectations and values

- Maintain a commitment to professional conduct in line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to Equal Employment Opportunity (EEO), cultural safety and diversity in the workplace.
- Acknowledge and respect the cultural authority of Aboriginal and Torres Strait Islander people in line with the Landscape SA *Aboriginal and Torres Strait Islander Statement of Commitment*.

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Approved by:	Jonathan Clark, General Manager	Date approved:	31/03/2024
Signed:		Date classified:	15/08/2024
Classified by:	Shona McManus, Art of Staff Pty Ltd		