

POSITION DESCRIPTION

Date: 7 August 2026



1. Position Identification

Title:	People and Culture Officer		
Position Number:	PE.RE.	Level:	6/7
Agreement:	Shire of Exmouth Industrial Agreement 2025		
Department:	Organisational Development		
Section:	People and Culture		
Location:	Ningaloo Centre, Exmouth, Western Australia		

2. Reporting Relationships

Reports to:	Executive Manager Organisational Development (EMOD)
No of Direct Reports:	Nil

3. Value Statement

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

Reporting to the Executive Manager Organisational Development, the People and Culture Officer provides operational support across the employee lifecycle, People systems, workplace health and safety administration and broader People operations. The role partners with leaders and employees to deliver responsive, customer-focused People & Culture services, supports the administration of workplace health and safety systems and processes, and contributes to continuous improvement

initiatives. Through maintaining accurate workforce information, coordinating key People processes and supporting organisational projects, the position helps create a positive employee experience and a high-performing workplace.

6. Key Objectives

- Deliver efficient and compliant People and Culture operations.
- Provide a positive employee experience across the employment lifecycle.
- Maintain accurate workforce data, records and reporting.
- Support organisational compliance through effective People and WHS administration.
- Contribute to continuous improvement and digital optimisation.
- Deliver responsive customer service to leaders and employees.

7. Key Responsibilities

Employee Lifecycle

- Coordinate and support the end-to-end employee lifecycle, including talent acquisition, recruitment administration, onboarding, employment changes, performance and development processes, employee movements and offboarding.
- Prepare employment documentation including contracts, variations, correspondence and associated People & Culture records.
- Partner with leaders to provide timely operational support and guidance on routine People & Culture policies, procedures and employment matters.
- Support compliance with employment legislation, industrial instruments, organisational policies and employment obligations.
- Deliver a professional, responsive and positive candidate and employee experience throughout all stages of employment.

People Systems & Digital Solutions

- Support the implementation, administration and continuous improvement of the Human Resources Information System (HRIS), MyOSH and other People systems.
- Maintain accurate employee, position, establishment and organisational records, ensuring data integrity, confidentiality and legislative compliance.
- Identify opportunities to improve system functionality, automate processes and enhance the user experience.
- Produce workforce reporting, dashboards and data insights to support operational and organisational decision-making.

People Operations

- Coordinate workforce administration activities including employment variations, probation reviews, contract renewals, learning and development administration, workers' compensation and employee compliance requirements.
- Maintain position descriptions, employment documentation, organisational structures and People & Culture resources.
- Monitor and coordinate compliance activities including licences, qualifications, training, mandatory checks and employee records.
- Provide responsive advice and administrative support to leaders and employees on routine People & Culture enquiries, escalating complex matters where appropriate.
- Support the delivery of People & Culture projects, initiatives and organisational priorities.

Employee Experience

- Coordinate employee induction, onboarding, recognition, wellbeing and engagement initiatives that contribute to a positive workplace culture.
- Assist with the delivery of internal communications, learning programs and People & Culture events.

- Maintain employee resources, guides and self-service information to support leaders and employees.
- Contribute to initiatives that strengthen employee engagement, organisational capability and continuous improvement.

Workplace Health & Safety Administration

- Provide administrative support for the delivery of the organisation's Work Health and Safety Management System.
- Maintain WHS systems, records, registers, training records and statutory documentation.
- Coordinate incident reporting, workers' compensation administration, training, inspections, audits and committee administration.
- Support compliance with work health and safety legislation, organisational procedures and reporting requirements.
- Assist in the delivery of WHS initiatives, reporting and continuous improvement activities.

Continuous Improvement

- Contribute to the continuous improvement of People & Culture systems, processes, templates and workflows.
- Support digital transformation initiatives, including HRIS implementation, automation and process optimisation.
- Prepare workforce reporting, compliance reporting and operational metrics to support informed decision-making.
- Identify opportunities to improve service delivery, efficiency, compliance and the employee experience through innovation and best practice.

8. Risk Management and Workplace Health and Safety

Demonstrate a commitment to safe work practices and effective risk management in accordance with the **Work Health and Safety Act 2020 (WA)**, associated legislation, codes of practice, and the Shire's policies and procedures.

This includes:

- Taking reasonable care for your own health and safety and that of others who may be affected by your actions.
- Identifying, reporting and managing hazards, risks, incidents and near misses in a timely manner.
- Complying with safe systems of work, risk controls, and the appropriate use of personal protective equipment (PPE).
- Promoting a positive safety culture through consultation, communication and leading by example.
- Supporting injury management and return-to-work processes where required.
- Contributing to the implementation of the Shire's risk management framework by identifying, assessing and managing operational risks.
- Complying with all relevant legislation, policies, procedures and internal controls to support sound governance, compliance and organisational performance.

9. Qualifications and Work Experience

Mandatory Requirements

- Current "C" Class Driver's Licence
- Valid Australian working rights

Essential Criteria

- Demonstrated experience in a Human Resources, People & Culture, administrative or customer-focused role.
- Strong communication, interpersonal and stakeholder relationship skills.
- Well-developed organisational skills with the ability to manage competing priorities and maintain attention to detail.
- Ability to interpret and apply policies, procedures and industrial instruments.
- High level of computer literacy and the ability to use and learn business systems.
- Demonstrated initiative, sound judgement and a commitment to continuous improvement.

Desirable

- Experience in Human Resources, People & Culture or a related environment.
- Experience using HRIS, payroll or business systems.
- Understanding of employment legislation, industrial relations or Local Government.

Classification: This position may be appointed at either Level 6 or Level 7, depending on the successful applicant's skills, knowledge and experience. While both classifications perform the same core functions, Level 6 roles are expected to develop capability while working under general direction. Level 7 roles demonstrate a greater degree of autonomy, judgement and initiative, partner more closely with leaders, provide operational advice on employment matters, lead continuous improvement initiatives and manage more complex People & Culture activities.

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.