

The City has strengthened and realigned the operational functions within the Workforce Services Division in order to better service the day to day HR needs of the City.

Existing functions across the area have been realigned to create a business partner model. This model will support a more customer responsive service that is closely aligned to the Divisions and individual business unit needs.

Recent changes also strengthen key operational functions in order to address future workforce challenges of 2030, improve business processes and systems for internal customers and create efficiencies to improve work satisfaction for the workforce.

The HR Operations Business Unit will provide leadership in Human Resources Operations; provide a client orientated service with strengthened relationships between Workforce staff and Divisions, particularly in the areas of recruitment and business administration.

KEY INFORMATION & KEY CONTACTS:

The HR Operations Unit comprises 4 streams:

1. HR Business Advisors
2. Payroll
3. Recruitment, retention and employment branding
4. the Establishment

HR Business Advisors will provide advice in the implementation, monitoring and improvement of all HR Operational processes for their specific client group.

They will provide advice and assistance to senior staff on all HR operational matters and ensure the levels of service are maintained within their group and participate in the delivery of structured education programs in accordance with operational plans and strategies to raise awareness and increase accountability on all aspects of human resources management for the City.

The HR Business Advisors will be the key delivery arm of HR Operations, seeking advice and implementing processes developed by other staff in the business unit streams.

Ms XXXX (ext ZZZZ)

- Corporate Services
- City Property
- City Engagement
- City Strategy & Design
- Venue Management
- Security & Emergency Management
- Strategy & Assets
- City Projects
- Legal & Corporate Governance

Mr XXXXX (ext ZZZZ)

- City Planning & Regulatory Services
- Community Living
- City Rangers

Mr XXXX (ext ZZZZ)

- City Infrastructure
- Cleansing & Waste Services
- Parks, Trees and Aquatics

Ms XXXX, Manager HR Operations (ext ZZZZ) will continue to service the following client base:

- OLM
- Office of CEO
- Workforce Services
- City Operations Management

XXXX will also continue to manage Industrial & Employee Relations encompassing:

- Change management
- COS relevant awards
- Enterprise Bargaining
- COS Enterprise Agreements
- COS Local Work Place Agreements
- HR Operational Policies & Procedures
- Performance management
- Overseeing Disciplinary action, Redundancies, Redeployments
- Terminations & exits

Mr XXXX (ext ZZZZ) will continue to lead the Payroll team, and is responsible for

- Payroll
- Superannuation
- Reward schemes
- Performance payments
- Promotions
- Transfers

Ms XXXX (ext ZZZZ) heads up the Recruitment team and is responsible for:

- Job evaluations /salary banding
- Advertising of positions
- Selection panels
- Appointments/on boarding
- Employment branding

Mr XXX (ext ZZZZ) is responsible for the Establishment and will work closely with Finance on:

- Organisational charts

- Position management
- Position descriptions
- HR systems
- HR delegations
- HR reporting

Please pass this information on to your staff. Further information on Workforce Services, HR forms and contact details can also be located on Citynet.