

Aqwest Position Description

Position Title	People & Culture Coordinator
Position Level	6
Business Area	People & Culture
Department	Business Services
Industrial Instrument	Aqwest Enterprise Agreement 2022
Responsible to	General Manager Business Services
Supervision of	Nil
Primary Location	Water Services Centre, 2 Hayes Street, Bunbury 6230

Vision

To be an independent, viable, and competitive water utility in the Western Australian water industry.

Values

 Accountability	 Integrity	 Respect	 Transparency
---	--	---	--

Position Overview

To coordinate the delivery of people and culture functions within Aqwest and in doing so support leaders and employees in effectively maintaining and developing our workforce culture, relationships and delivery.

To create and support an efficient, one team approach and structure aligned to the Aqwest corporate vision.

Corporate Responsibilities

Workplace Health & Safety	The employee shall take reasonable care: a) To ensure his or her own safety and health at work; and b) To avoid adversely affecting the safety and health of any other person through any act or omission at work. The employee shall: a) Comply with all Aqwest policies and procedures; and b) Wear and maintain in suitable condition all personal protective clothing and equipment provided by Aqwest.
Code of Conduct	All employees are responsible for adhering to Aqwest's Code of Conduct and the policies and procedures.
Risk Management	Identify and report risks and incidents inherent to duties (or otherwise discovered), utilise risk control measures provided for these risks and suggest improvements in risk control methods.
Records Compliance Statement	Aqwest staff are legally obliged to follow Aqwest's procedures in accordance with Aqwest's Record Keeping Plan and the <i>State Records Act 2000</i> .

Financial Management Compliance	The employee must incur or certify within budget and purchasing authority limits in accordance with Aqwest Policies and Financial Management Procedures. I.e. issuing of orders for various items up to agreed levels in relation to the objectives of the position and the projects for which the position is responsible.
---------------------------------	---

Key Responsibilities

The key responsibilities of this role include, but are not limited to, the following:

- Develop and deliver the functional requirements of the Strategic Workforce Plan and People & Culture frameworks and processes.
- Coordinate attraction and retention strategies, including overseeing recruitment.
- Monitor, maintain and improve the Human Resource Information Systems.
- Coordinate internal communications plans to effectively engage all stakeholders.
- Coordinate training and development programs.
- Coordinate employee benefits program including remuneration.
- Coordinate and maintain efficient Human Resource systems and employee databases.
- Provide functional support for Payroll and Work Health and Safety (WHS) where required.
- Provide information and advice on Industrial Relations matters.
- Provide guidance to team leaders, supervisors and employees.
- Work with external suppliers to deliver strategic People & Culture plans and processes.
- Act as Equal Employment Opportunity (EEO) Officer, Grievance Officer and Public Interest Disclosure (PID) Officer.
- Coordinate traineeships and work experience programs.
- Coordinate organisational surveys.
- Assist in the preparation of budget.
- Analyse data and report as required.
- Positively participate in Aqwest processes, policies, working groups and other initiatives.

The duties contained in this Position Description are to be used as a guide for the position.

Qualifications/Certificates/Licences

- C Class Driver's Licence
- Relevant tertiary qualifications

Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

Essential

- Demonstrated experience as a Human Resources practitioner.
- Experience in recruitment and selection practices.
- Experience in learning and development program management.
- Analytical, reporting and documentation skills.
- Demonstrated knowledge of Fair Work Act, Industrial Instruments, WHS, EEO and other relevant legislation.
- Strong interpersonal and communication skills.

Revision History

Version	Date Released	Description of Changes	Author	Authorised By
1	15/05/2023	Final	People & Culture	GM Business Services
2	11/11/2025	Review – Key Responsibilities & Selection Criteria	People & Culture	GM Business Services