

Information package:

People & Culture Support Officer

(Part- time, fixed term contract)

Applications close midnight, Monday 12 May 2025

People & Culture Support Officer

(Part-time, fixed term contract)

Riverina Water are looking for the next superstar to join our People & Culture Team.

This position will provide a wide range of operational and project support to the People and Culture Unit and Riverina Water.

What's in it for you?

- Work with an energetic and collaborative team to assist the coordination of training, travel and accommodation; for employees to assist with staff learning and development needs; and much more.
- Great employee benefits including - discounted gym membership, supportive employee wellbeing program, and supplied uniform.
- \$70,309.20 - \$79,133.60 (pro-rated) + 17% superannuation – 5.5% above the required contribution
- 12-month fixed term contract, 25 hours a week, days negotiable
- Achieve within a supportive environment with a strong focus on employee professional development and wellbeing.

How can you apply?

See our careers page for all the information you need to apply rwcc.nsw.gov.au/jobs

To chat about this opportunity, please contact Susan Weston via email sweston@rwcc.nsw.gov.au or phone 0476 480 286.

To be considered for this position you must currently have the right to work in Australia.

Applications will be accepted until **midnight Monday 12 May 2025**.

Riverina Water is an EEO employer. We promote an inclusive workplace and encourage applicants who reflect diversity of gender, culture, experience, and skills.

People & Culture Support Officer

(Part-time, fixed term contract)

Thank you for your interest in this position.

Please review the information available and should you have questions or wish to discuss the position, please contact me.

The position

This position will provide a wide range of operational and project support to the People and Culture Unit and Riverina Water.

Qualifications and skills required

Applicants are expected to address the selection criteria when applying for this position.

It is expected that applicants address the key selection criteria and can demonstrate their competencies and relevant experiences.

Remuneration and benefits

Riverina Water enjoys a favourable reputation as a satisfying and rewarding workplace, demonstrated by a relatively low staff turnover. The Hammond Avenue site is the location of practical and modern workplaces including the administration, workshops, works depot, store and main filtration plant. All buildings and vehicles are smoke-free workplaces, and staff welfare through work health and safety and other provisions is a priority.

The commencing salary for this position is \$70,309.20 - \$79,133.60 In addition, we contribute 5.5% additional superannuation (17% superannuation for current financial year), and employees may salary sacrifice or make personal (non-tax deductible) contributions for additional super.

I would welcome the opportunity to discuss this exciting opportunity with you and look forward to your application. I can be contacted via sweston@rwcc.nsw.gov.au or 0476 480 286

Regards,

Susan Weston
People & Culture Business Partner

Position description

PEOPLE & CULTURE SUPPORT OFFICER

POSITION TITLE:	People & Culture Support Officer	Date created: 08 Feb 2023 Modified by: Emily Tonacia Approved by: A Crakanthorp
REPORTS TO:	People & Culture Business Partner	
NUMBER OF DIRECT REPORTS:	0	
DIRECTORATE:	Corporate Service	

Purpose of Position

This position will provide a wide range of operational and project support to the People and Culture Unit and Riverina Water

Key Responsibilities

1. Support internal and external end-to end recruitment processes as required. This ranges from preparing recruitment information pack, advertising, scheduling interviews, arranging onboarding activities and providing recruitment support as required.
2. Assist in development and implementation of ongoing people and culture activities and/or projects as required.
3. Assist with staff's learning and development plan by arranging training activities within the allocated budget for employees.
4. Maintain and update employee data to ensure accurate employee records, report and compliance.
5. Assist with day-to-day operational people and culture activities as required.
6. Maintain awareness and compliance with relevant policies and procedures including Council's Code of Conduct, EEO Policy, Anti-Bullying and Harassment Policy, practicing work health and safety along with relevant risk management protocols.

SELECTION CRITERIA

Note: Applicants are expected to address the selection criteria when applying for this position.

<i>Essential</i>
Demonstrated experience in providing high level human resources administrative support or similar
Relevant qualifications or relevant experience in business administration and / or human resources
Highly developed interpersonal and time management skills, including due regard for confidentiality.
Excellent written and verbal communication skills.
Excellent computer skills and proficiency in Microsoft Office
Demonstrated understanding of and commitment to EEO and WHS principles and practices.

<i>Desirable</i>
Experience using Human Resources Information System would be highly regarded

Riverina Water overview

History

Southern Riverina Water County Council was incorporated in 1938 to make reticulated water available to towns and villages in the Shires of Lockhart, Kyeamba, Mitchell and part of Culcairn Shire. The remaining part of Culcairn Shire and the Shires of Urana and Holbrook were subsequently added, as was the Municipality of Wagga Wagga in 1945. In 1981 Kyeamba and Mitchell Shire areas were included in Wagga Wagga City area.

Water supply infrastructure was established with the Murrumbidgee River at Wagga Wagga the principal water source, and a network of treatment, pumping, storage and pipework installations.

From 1942 to 1995 Southern Riverina was also responsible for distribution of electricity in the area. The formation of the larger electricity distributors in 1995 precipitated a review of water supply administration, resulting in the decision to form a new County Council for water supply in the former Southern Riverina area. Riverina Water County Council was gazetted on 2nd May 1997.

The County District covers an area of approximately 15,500 square kilometres and contains a population of approximately 67,000 people. An estimated 60,000 people are provided with water through some 26,500 service connections. The location and development of groundwater sources has been utilised over the last thirty years, and bore water now supplies three quarters of our production.

Drinking quality water is supplied to all customers continuing a tradition of over sixty years of high service standards by a leading and innovative utility service organisation.

Infrastructure network

Riverina Water owns and operates the water supply infrastructure from the natural source to the customer's meter.

Wagga Wagga City

Water is sourced in Wagga Wagga from:

- › Murrumbidgee River intake at 91 Hammond Avenue
- › East Wagga Wagga borefield (Koorinal Road)
- › West Wagga Wagga borefield (McNickle Road to Moorong Street)
- › North Wagga Wagga borefield (East Street)

Groundwater is sourced and chlorinated for other villages with systems operating at Collingullie, Oura, Woomargama and Humula.

A small quantity of water is purchased from Goldenfields Water County Council, to supply customers near to their trunk main between Gumly Gumly and Juneec.

The township and rural network also serve a number of rural customers adjacent to the trunk mains, and in the general areas of Pleasant Hills, Brucedale, Euberta and Currawarna.

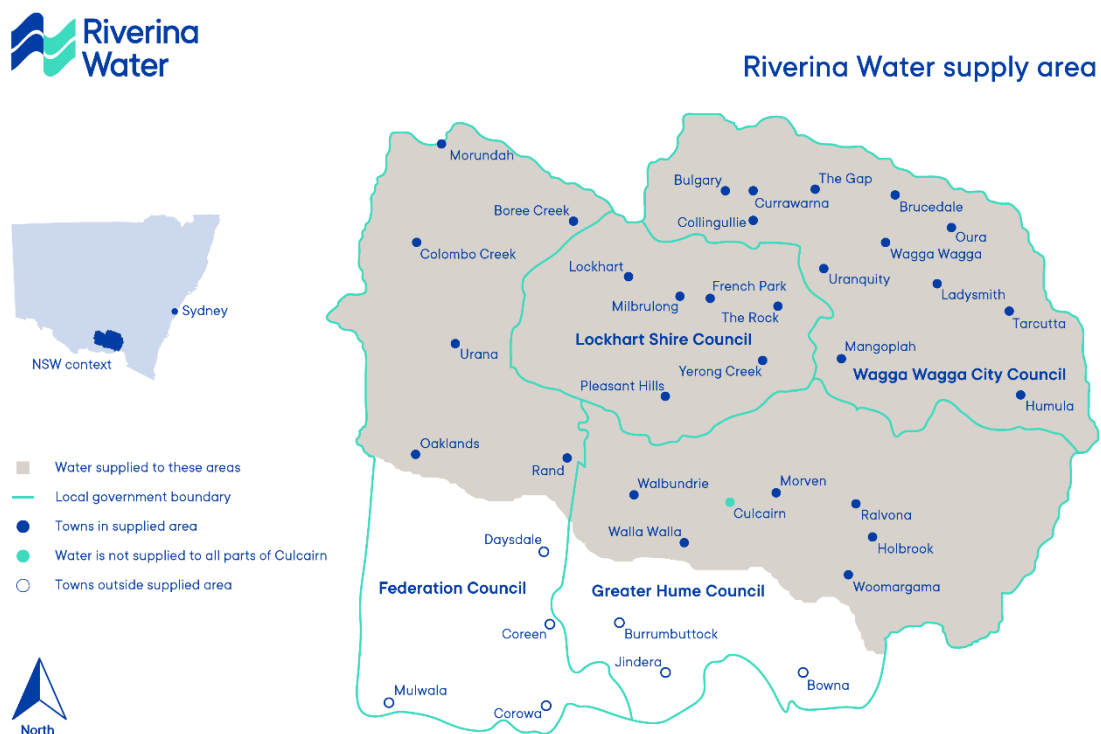
Structure

Riverina Water County Council is a Council under the Local Government Act 1993, responsible for the construction, operation, and maintenance of water supply to the Local Government Areas of Wagga Wagga City, Federation, Greater Hume and Lockhart Shires.

Riverina Water has nine elected members, five from Wagga Wagga City, two from Greater Hume Shire Council and one from Federation Council and Lockhart Shire.

You can meet Riverina Water's Executive Leadership Team on our website.

Information on our function, activities etc can be found at rwcc.nsw.gov.au.



Organisational Structure

