



Northern Peninsula Area Regional Council POSITION DESCRIPTION

Position number	TBA	Date of last review	January 2025
Position Title	Trainee, Human Resource Administration Support		
Award	<i>Queensland Local Government Industry (Stream A) Award – State 2017</i>		
Classification	Band 1 Level 1		
Salary	\$56,717.86 per annum, plus superannuation		
Division	Executive		
Section	Human Resource		
Location	NPA Region		
Employment Type	Fulltime		
Supervisor	Human Resource Manager		
Direct Reports	Nil		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2023*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their Manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

PRIMARY OBJECTIVE OF POSITION

To provide effective efficient and high quality administration service and support the HR Department to coordinate all human resource management filing, including: -

- Assist with the filing of recruitment process.
- Assist with organising the files of employee.
- Assist with the organising the registers of Apprentices/Trainees and School Based Apprentices/Trainees files.
- Assist in organising HR files on Share Point
- Assist in identifying gaps in personnel and other Human Resources documents.

KEY ACCOUNTABILITIES:

Duties and responsibilities include but are not limited to:

- Assist in developing organised filing system in the Human Resources Department.
- Working within a team environment in a cooperative and effective manner
- Assist in the development and implementation of gap annalists within HR Files and filing system.
- Liaison with council's Payroll team in relation to any issues concerning employee pay and entitlements.
- Ensure all staff personal files are updated and filed on Share Point
- Excellent interpersonal and communication skills, and the ability to work well and flexibly ie. Autonomously, in small team.
- Strong focus on quality work
- Understand the need for and demonstrate strict adherence to confidentiality'
- General support to HR Manager
- Other duties as directed my line manager.

Selection criteria

- Year 10 or 12 standard of education desirable
- Current "C" Class Drivers Licence is desirable.
- Proven ability to work autonomously and achieve set targets.
- Demonstrated ability to multi task and prioritise work to meet deadlines.
- Working knowledge of MS Word, Excel and Outlook and ideally content Manager
- Sound knowledge of Workplace Health and Safety procedures appropriate to the work area.
- Agree to act within the requirements of council's policies.
- Basic computing skills.

Desirable

1. Experience working in Local Government
2. Experience in Human Resource Administration

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
(Print)

Manager Name: _____ Signature: _____ Date: _____
(Print)

CEO Name: _____ Signature: _____ Date: _____
(Print)