



Northern Peninsula Area Regional Council

Employment opportunity **Trainee, Human Resource** **Administration Support**

Employment opportunity

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities.

Northern Peninsula Area Regional Council (NPARC) is seeking a **Trainee, Human Resource Administration Support**, to join the Human Resource Department.

Based at our New Mapoon Office, this position is to effective efficient and high-quality administration service and support the HR Department while undertaking a traineeship.

In this role you will have the opportunity to:

Key Responsibilities:

- 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.
- 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.

This position requires the completion of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

In return for your valued contribution, you will be rewarded with:

- Permanent Fulltime
- \$56,717.86 per annum, plus superannuation
- 36.25 hours per week
- 5 Weeks Annual Leave
- 15 Days sick leave per annum
- Training and Development
- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will have:

Essential

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

Desirable

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

Are you ready to catapult your career?

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to hradvisor@nparc.qld.gov.au

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486612 for more information.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

Applications Close: Friday 14th February 2025