

POSITION DESCRIPTION HUMAN RESOURCES OFFICER



Job Title: Human Resources Officer
Classification: Level 5

Work Unit: People and Corporate Services
Responsible To: Human Resources and Industrial Relations Manager

Primary Objective:

The Human Resources Officer supports the HR and IR Manager in providing effective HR services to management and employees of East Arnhem Regional Council. Particular emphasis is on Human Resources administration, recruitment and induction, performance development & reviews, learning & development and Worker's Compensation administration.

Key Responsibilities:

1. Assisting in all aspects of the employee lifecycle including the end-to-end recruitment process, onboarding, induction, termination and offboarding.
2. Assisting with development and implementation of training programs including evaluation, planning, identification of training requirements including compliance training.
3. Provide general human resources administrative support and respond to basic staff queries.
4. Monitoring and administration of the human resources mailbox on a daily basis.
5. Assisting in the implementation of human resource policies and procedures in a cross-cultural environment.
6. Support the implementation of performance management and processes, including probationary reviews, annual salary reviews, performance improvement plans, and coaching.
7. Support generation of month end and other periodic Human Resources reports as and when appropriate.
8. Provide high quality data entry services to ensure accurate and comprehensive records are produced and maintained in the Human Resources Information System (HRIS).
9. Maintain records and update manual and electronic Human Resources information, forms and templates ensuring confidentiality is maintained at all times and records management is conducted in accordance with approved policies and procedures.
10. Comply with all reasonable Workplace Health and Safety Policies and Procedures
11. Actively participate in all offered training and development opportunities.
12. Other relevant duties as reasonably directed by the Human Resources and Industrial Relations Manager and/or Senior Human Resources Officers.

Essential Selection Criteria:

- Certificate IV in Human Resources or other or other post-secondary qualification below diploma or degree.
- A minimum of 1 to 2 years' experience working within a similar role.
- Knowledge of HR Policies, Fair Work Act, Awards and related legislation governing human resources.
- Excellent communication and interpersonal skills.
- Strong customer service focus.



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- High level computer literacy skills with experience using the Microsoft Office Suite of programs.
- Experience using electronic HRIS and Records Management system.
- The ability to adapt, plan, organise, and prioritise own workloads in a high volume and frequently changing environment.

Desirable Selection Criteria:

- Knowledge of Technology One and/or MaqlQ Docs.
- Experience working within a Local Government or Public Sector environment.
- Previous experience living and/or working in remote Australian First Nations' communities.
- Demonstrated high level of cross-cultural awareness to ensure effective participation in a multi-cultural workplace.
- Awareness of issues affecting First Nations People in Australia.

All employment with the EARC is subject to a Criminal History Check and the ability to obtain a NT Working with Children Clearance. Criminal history will not exclude an applicant unless it is relevant to the inherent requirements to their position.

Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.

East Arnhem Regional Council is an Equal Employment Opportunity (EEO) employer.

04-Jul-25 | 08:47 AEST

Dale Keehne
Chief Executive Officer
East Arnhem Regional Council