



LONGREACH REGIONAL COUNCIL
Longreach Branch
Human Resources Officer
Package Value \$74,172.30 to \$80,688.28 per annum

Council is seeking applications to fill the permanent full time position of Human Resources Officer. Applications will be received until **29 January 2021**. Late applications may not be considered.

The Position

The successful applicant will be responsible for providing sound advice and support in the areas of policy and procedure, recruitment and onboarding, staff training and development, industrial relations and workplace development. The Human Resources team also requires a high amount of record keeping and maintenance of the personnel information system which will be the main responsibility of this position.

Qualifications and Experience

The successful incumbent must have a high level of interpersonal skills as well as previous experience in a highly administrative role. Knowledge and previous experience in Human Resources or a similar would be advantageous, including experience in managing and coordinating staff training and professional development. Demonstrated communication skills, time management experience and an exceptional level of attention to detail are critical.

Salary and Conditions

The position is classified as a Level 4-5 of the Queensland Local Government Industry (Stream A) Award – State 2017 and offers a cash annual wage of \$67,831.81 - \$72,167.56 inclusive of all allowances and leave loading. Superannuation of up to 12% of salary is also available upon commencement. This position offers a nine day fortnight in addition to four (5) weeks annual leave with leave loading of 17.5%. Ongoing training and professional development is also offered with this position.

Applications

If you believe you would like to join the Longreach Regional Council team, please contact Human Resources on (07) 4658 4111. Please visit the Council website at www.longreach.qld.gov.au and download a copy of the Position Description and Advertising document. Applications must include a current resume, 2 work related references and a letter addressing how you meet the position requirements. Applications can be emailed to assist@longreach.qld.gov.au

Commitment to EEO and WH&S

Longreach Regional Council is an equal opportunity employer and is committed to providing a safe work environment for all staff.

Council operates under a Drug and Alcohol Policy and the successful applicant may be required to undertake a drug and alcohol test, with a clear result, before an offer of employment is made.

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Mitchell Murphy
Chief Executive Officer

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