

## POSITION DESCRIPTION

1. POSITION DETAILS			
<b>Position Title</b>	Human Resources Administration Officer	<b>Designation and Classification Level</b>	Level 5
<b>Position No</b>	1027	<b>Division</b>	Corporate Services & Sustainability
<b>Business Unit</b>	Human Resources	<b>Reports To</b>	Human Resources Manager
<b>Location</b>	Katherine	<b>Date Created</b>	March 2025
2. POSITION CONTEXT			
<b>Position Summary/ Purpose</b>	<p>The Human Resources Administration officer is responsible for:</p> <p>The provision of effective and efficient administrative support and assistance associated with the day-to-day operations of the Human Resources department.</p> <p>Providing support to the Payroll Coordinator if/when needed.</p> <p>Promoting, developing and maintaining a favourable public image and professional profile for the Council.</p>		
3. KEY RESPONSIBILITIES			
<p><b>1. Service Delivery, Planning and Monitoring</b></p> <ul style="list-style-type: none"> <li>• Act as the first point of contact for the HR department and be responsible for managing and responding to general enquires from Council staff, external organisations and other stakeholders in matters pertaining to HR.</li> <li>• Maintain employee mandatory compliance requirements (Eg: Drivers' License, OCHRE Card and Criminal History Check).</li> <li>• Provide administrative support and assistance to the HR team including the Payroll Coordinator.</li> <li>• Maintain Councils Human Resources Information System – SharePoint.</li> <li>• Arrange travel and accommodation for the HR team as necessary.</li> <li>• Assist the Recruitment Officer to coordinate on/off boarding of employees.</li> <li>• Assist the Payroll Coordinator with fortnightly timesheet data entry, &amp; other tasks as required.</li> <li>• Maintain privacy and confidentiality of data in line with regulatory requirements.</li> <li>• Respond to general HR enquires.</li> <li>• Other reasonable duties within the scope of the level as instructed by the Human Resources Manager.</li> </ul> <p><b>2. Organisational Sustainability</b></p> <ul style="list-style-type: none"> <li>• Provide support and assistance to Human Resources and Payroll processes.</li> <li>• Work collaboratively with coordinators, managers and other Council staff to ensure HR and Payroll documentation is maintained and deadlines met.</li> </ul> <p><b>3. Quality and Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>• Maintain up to date knowledge in FairWork requirements and Council policies and procedures.</li> <li>• Contribute to continuous improvement in HR administration processes, reporting and systems by participating in staff meetings, planning days, &amp; feedback mechanisms.</li> <li>• Participate in training and seminars to enhance professional performance.</li> </ul> <p><b>4. Work Health and Safety (WHS)</b></p> <p>All Council staff have a duty of care and a legal obligation to ensure that they:</p> <ul style="list-style-type: none"> <li>• Undertake work in a manner that is not harmful to their health and safety or the health and safety of others</li> </ul>			

- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System.
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements.
- Attend and actively participate in WHS and other mandatory training.
- Monitor workplace conditions and report:
  - Ideas which may improve health and safety.
  - Any work related or personal injury or illness (where it may affect their ability to work safely).
  - Any work-related incident they witness, including bullying and harassment.
  - Hazards and incidents including any malfunction or inadequacies of equipment.
  - Correct minor hazards as applicable.

#### 4. SELECTION CRITERIA

##### ESSENTIAL

1. Certificate IV in Human Resources, Business Administration or similar, or a minimum of 3 years' experience in a similar role.
2. Strong administration skills with previous experience in providing administrative support in a professional environment.
3. Demonstrated experience and a moderate level of competency in the use of the Microsoft Office suite of programs, particularly in Word, Excel and Outlook.
4. Attention to detail, strong organisation skills, and the ability to adhere to deadlines.
5. Strong customer service focus and the ability to work both independently and as part of a team.
6. Excellent communication and interpersonal skills, including the ability to establish a productive working relationship with a wide range of stakeholders.
7. Proven ability to use initiative, exercise discretion and to handle new issues/situations.
8. The ability to work effectively in a cross-cultural environment.

##### DESIRABLE

1. Previous experience in a similar role within the Local Government industry.


##### MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide a current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Northern Territory "C" Class Drivers Licence.
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.

##### TRAVEL REQUIREMENTS

This position is based in Katherine. You may be required to travel and work in remote communities from time to time, including overnight stays, in the Roper Gulf Regional Council area.

#### 5. ACKNOWLEDGEMENT

<b>General Manager</b>	<b>Cindy Haddow</b>	<b>Date Approved: June 2025</b>	<b>Signature:</b> 
<b>Employee Name</b>		<b>Date:</b>	<b>Signature:</b>