

Administrative Officer – Human Resources

Position Outline

Position	Administrative Officer – Human Resources
Work Location	23 West Street, Council’s Administration Building
Directorate	Corporate Services
Section	People, Culture and Safety
Reports to	Senior Human Resources Officer
Annual Salary Band	\$76,724.00 - \$80,834.00
Classification	Level 3, Mount Isa City Council Certified Agreement 2018
Engagement Type	Full-Time, Ongoing

POSITION OBJECTIVE

To provide effective administrative services to the People and Culture section in line with Council values and procedures.


POSITION REQUIREMENTS

- Demonstrated experience in an administrative environment
- Sound knowledge of Human Resource functions or willingness to obtain.
- High level of administrative and computing ability incorporating Microsoft Suite of programs.
- High level of written and verbal communication skills and the ability to build and maintain relationships with internal and external customers.
- Self-motivated with strong time management, problem solving and decision making skills and the ability to work well within a team environment.

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

- Provision of a high level and full range of confidential administration in a timely and accurate manner with excellent attention to detail.
- Assist with all documentation required as part of the employee lifecycle.
- Fulfil the administrative aspects of Council’s recruitment and selection process.
- Undertake the administrative component of mandatory external training program.
- Provide the administration function for the Council’s traineeship program.
- Process work experience applications.
- Assist in the collection of HRM information for statistical analysis for quarterly reporting purposes.
- Action the Council Immunisation program under the guidance of the Senior Human Resources Officer.
- Recording and maintaining electronic registering of all human resources documents onto Council’s Electronic Data Management System adhering to recordkeeping policies and procedures.
- Accurate filing and archiving in line with retention and disposal legislative requirements.
- Provide relief services covering People and Culture functions as required.

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- You are required to follow any other lawful and reasonable directives provided by your Supervisor or more senior officer.

Out of ordinary hours work may be required. Council reserves the right to change these duties at any time.

KEY PERFORMANCE INDICATORS

- People and Culture files maintained effectively, confidentially and processed within strict timeframes.
- Functions of the role completed effectively and within agreed timeframes.
- Effective verbal and written communication with attention to detail.
- Effective document control maintained to ensure quality, consistency and currency.
- All communications carried out professionally with confidentiality maintained at all times.
- Promotes and complies with Council policies and procedures.
- High levels of customer service evidenced and maintained.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

WE AT ISA...

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge, and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	1 July 2011
Reviewed Date	29 January 2024
Contact	Human Resources 07 4747 3389
Closing date	8 February 2024