

This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

Applications are hereby invited for the following position: -

## Human Resources Officer

*Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment*

**DEPARTMENT: Corporate & Communities**

**APPLICATIONS CLOSE: Wednesday 9 October 2024**

**Your application must consist of the following information:**

### CHECKLIST

- Cover Sheet**
- Covering Letter addressing the three main elements under the selection criteria:**
  - ☞ Qualifications
  - ☞ Knowledge, Skills and Expertise
  - ☞ People Oriented Skills and Attributes
- Copy of current resume, qualifications, and licences (relevant to the position)**



Applications should be addressed to:

**Douglas Shire Council  
Human Resources  
PO Box 723  
Mossman QLD 4873**

**recruitment@douglas.qld.gov.au**



**WITH COMPLIMENTS  
INFORMATION KIT**

## **Human Resources Officer**

**Position Number: 296**

**Closing Date: Wednesday 9 October 2024**

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### **IMPORTANT INFORMATION REGARDING YOUR APPLICATION**

*Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.*

### **PRE-EMPLOYMENT ASSESSMENT**

*Following the selection of a preferred candidate Council may require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.*

### **EMPLOYMENT ELIGIBILITY**

*To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply*

**Privacy Information:** Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.

## Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

## What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. **Qualifications**
- ii. **Knowledge, Skills and Expertise**
- iii. **People Oriented Skills and Attributes**

When preparing your application, read through the **Key Duties and Responsibilities and Selection Criteria** within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

### **Qualifications**

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

### **Knowledge, Skills and Expertise**

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

### **People Oriented Skills and Attributes**

These are personal characteristics you possess that would make you successful in this role. For example, if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short-listing process.

## Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

**Situation** - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

**Task** - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

**Action** - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

**Result** - What resulted from the actions you took? What did you achieve and what were the results of what you did?

**DOUGLAS SHIRE COUNCIL**  
**GENERAL CONDITIONS OF EMPLOYMENT**

**POSITION:** Human Resources Officer

**LOCATION:** Mossman Administration Building

**CLASSIFICATION:** Level 3 / 4

**SALARY:** Salary ranging from \$73,791.11 to \$86,682.66 per annum. Level on appointment will be dependent upon demonstrated competencies and experience.

**AWARD:** Queensland Local Government Industry (Stream A) Award – State 2017.

**LEAVE:** Five (5) weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies.

**SUPERANNUATION:** Employer superannuation contributions will be made at the rate of up to 12% of your salary through membership of Brighter Super or a complying fund. Employees may nominate to Council superannuation contributions they would like to contribute. A medical examination may be required.

**APPLICATIONS:** Applications can be submitted by:

Addressed to:  
**Private and Confidential**  
Douglas Shire Council  
Human Resources  
PO Box 723  
MOSSMAN QLD 4873

or

[recruitment@douglas.qld.gov.au](mailto:recruitment@douglas.qld.gov.au)

**CLOSING DATE:** **Wednesday 9 October 2024**

<b>Position Applied for:</b>	<b>Human Resources Officer</b>
<b>Position Number</b>	<b>296</b>

Mr

Mrs

Ms

Miss

**Date:** \_\_\_\_\_

**Given Names:** \_\_\_\_\_

**Family Name:** \_\_\_\_\_

**Preferred Name:** \_\_\_\_\_

**Postal Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Home Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone Numbers:**

**Home:** \_\_\_\_\_

**Work:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Preferred Contact Number:**

\_\_\_\_\_

\_\_\_\_\_

**Email:**

\_\_\_\_\_

<b>Have you previously worked for Douglas Shire Council?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Dates:</b> _____
<b>Are you a current employee of Douglas Shire Council?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Dates:</b> _____

<i>Current Employees must complete:</i>	<b>Employee No:</b> _____	<b>Classification Level:</b> _____
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**Position Title:** \_\_\_\_\_

<b>Department:</b> _____	<b>Supervisor:</b> _____
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<b>Are you currently being represented by an external recruitment agency?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Name of Agency:</b> _____
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**In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: (Please tick)**

Douglas Shire Council website       Douglas Shire Council Facebook       Douglas Shire Council LinkedIn

On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au): .....

**This section is Optional: Do you identify with any of the following groups? (Please tick)**

Aboriginal / Torres Strait Islander       Disability       English as Second Language

*Applicant Consent Details (Please Tick):*

I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.

**NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.**

**Applicants Signature:** .....

### POSITION DESCRIPTION

<b>Position Title:</b>	Human Resources Officer
<b>Position Number:</b>	296
<b>Department:</b>	Corporate and Communities
<b>Unit:</b>	People, Safety and Culture
<b>Team:</b>	People and Culture
<b>Reports To:</b>	Manager Community Services
<b>Award Classification:</b>	Level 3 / 4 Queensland Local Government Industry Award (Stream A) - State 2017 and applicable Division(s)
<b>Hours:</b>	Permanent Full Time – Nominal 72.50 hours per fortnight.
<b>Number of Direct Reports:</b>	Nil
<b>Pre-placement Medical:</b>	Yes
<b>National Police History Check:</b>	Yes
<b>Date Developed:</b>	July 2024
<b>Date Reviewed:</b>	July 2024

### Douglas Values

Champion behaviour which exhibits the following values which underpin our efforts to build a culture based on positive relationships with colleagues and the community.



Honesty



Trust



Fairness



Teamwork

### Position Objectives

The Human Resources Officer is responsible for delivering effective and compliant generalist human resources advisory and administration services to both internal and external stakeholders in accordance with relevant legislation, Council policies, organisational directives and work instructions. This position will be required to deliver high quality customer service, build strong working relationships across the organisation and positively promote the department and organisation at all times.

## Organisational Relationships

<b>Position Reports to:</b>	People and Culture Business Partner
<b>Position Supervises:</b>	Customer Service / Administration (Casual) Pool
<b>Internal Relationships:</b>	All staff at all levels within the organisation including CEO, Executive Team, Managers, Coordinators and Council Staff.
<b>External Relationships:</b>	The incumbent is also required to develop and maintain professional and productive relationships with external bodies including recruitment agencies, employer groups, advisory bodies, unions, consultants and general public.

## Qualifications and Experience

### Essential:

#### Qualifications

- Demonstrated experience and knowledge in generalist human resource function or relevant experience in similar role.
- Queensland C class Driver's Licence.

#### Knowledge, Skills & Expertise

- High level of computer skills encompassing Microsoft Excel processing, databases, and reporting and use of appropriate corporate applications.
- Knowledge of human resource and/or industrial processes within a multi-disciplined organisation.
- Demonstrated skill in preparing correspondence and report writing.
- Demonstrated knowledge of and commitment to Equal Employment Opportunity and related anti-discrimination legislation, understanding of the principles underpinning the integration and application of provisions in industrial awards, certified agreements and employment legislation.
- Demonstrated experience in the provision of quality service to internal and external customers.

#### People Oriented Skills & Attributes

- Experience in and commitment to working in a team environment.
- Demonstrated skill in high level customer service, communication and relationship building.

### Desirable:

#### Qualifications

- Formal qualifications in Human Resources and/or Business Administration qualifications.
- Minimum two (2) years' experience in a human resources role.

#### Knowledge, Skills & Expertise

- Experience in the Local Government environment or similar and related challenges and opportunities.
- Working knowledge of computerized human resources information systems.
- Experience in interpreting legislation, policies and documented procedures.

#### People Oriented Skills & Attributes

- Sound change management skills.

## Key Responsibilities & Duties

Duties and responsibilities include but not limited to:

- To provide internal consultancy, direction, support and advice efficiently and effectively in all areas of Human Resources (HR) including but not limited to the areas of recruitment and selection, performance management and reviews, grievances and dispute resolution and employee relations within Council.
- Develop and manage relationships with recruitment agencies to secure professional candidates.
- Assist selection panel Chairs to organise and conduct interviews, reference checks and ensure the timely flow of recruitment documentation and participate in selection panels across the organisation where required.
- Maintain an annual calendar for Council representation at careers fairs and events.
- Coordinate and participate in Council promotional exhibitions.
- Conduct HRM and IR research as per project briefs issued by the People and Culture Business Partner and the Manager People Safety and Culture.
- Continually research and review contemporary and cost-effective advertising media options and provide recommendations for improvements that maintain compliance with Award, Agreement, EEO legislative conditions.
- Maintaining relevant human resources records, information and databases to ensure accuracy and availability of information where required.
- Provide a quality assurance role in all recruitment matters to ensure compliance to required standards and measured outcomes.
- Providing in-house training and workshops to assist others in understanding HR requirements where appropriate.
- Ensuring that confidentiality with respect to all HR processes and information is maintained at all times.
- Provide excellent customer service and to actively work to solve customer problems.
- Positively fostering and promoting a performance based and collaborative culture.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.
- Any other duties as directed by People and Culture Business Partner and/or Manager People Safety and Culture within knowledge and capabilities.

## Performance Indicators

It is expected the incumbent will:

- Interpreting and providing accurate, timely and quality advice on HR Management practices, policies and legislation.
- Recruitment processes are developed and documented within short timeframes.
- Filling of specialised professional vacancies within specified timeframes.
- Effective management of recruitment, payroll and casual employment functions.
- Implements and provides advice on Council's individual appraisal processes and ensures an effective learning and development program is embedded into Council's workplace, including Council's organisational values.



- Prompt and efficient in human resource matters and provide timely responses to correspondence and queries.
- Accurate and relevant advice to Councils management, staff, clients and the community.
- Assist in the development of Human Resources Strategy, Workforce Plan and delivery of project outcomes in accordance with timeframes as specified in issued project briefs.
- Actively participate to achieve an effective and efficient team performance for all aspects of area of responsibility.
- Contribute to a culture and work environment based on Council's values, guiding principles and behaviours.