



Position Description

Human Resources Officer

Title	Human Resources Officer
Salary	\$92,910.75 per annum
Employment Type	Permanent Full-time
Reports to	Senior Human Resources Officer
Location	Darwin, NT

Position Overview

The Human Resources Officer supports the delivery of end-to-end human resources and recruitment services across Groote Archipelago Regional Council. Working closely with the Senior Human Resources Officer, the position supports a broad range of HR activities and contributes to a consistent and positive employee experience from recruitment and onboarding through to offboarding.

Key Responsibilities

1. Support the development, review and implementation of HR policies, procedures, registers and documentation.
2. Provide general HR advice and support to Council employees, guided by relevant legislation, awards and Council policies.
3. Coordinate and administer end-to-end recruitment processes, including advertising, shortlisting, selection, appointment and onboarding.
4. Act as the primary point of contact for hiring managers, working closely with them to understand staffing needs and provide guidance to ensure recruitment processes are timely, efficient and compliant.
5. Support the implementation and ongoing administration of performance and development processes.
6. Provide guidance and support to managers in using performance processes effectively, promoting consistent practice and positive employee outcomes.
7. Maintain confidentiality and accurate and up-to-date HR records within Council systems, ensuring compliance with Council and legislative requirements.
8. Support compliance with HR policies, procedures and reporting requirements.
9. Support the management of Workers Compensation and injury management processes.
10. Build and maintain effective working relationships across the organisation to support collaboration and positive HR and recruitment outcomes.
11. Identify and support improvements to HR and recruitment processes, systems and data management to enhance efficiency and effectiveness.

Key Selection Criteria

- Certificate IV in Human Resources or minimum 2 years' experience in a similar role.
- Demonstrated practical experience in human resources and recruitment functions, preferably within a public sector or local government environment.
- Strong organisational skills, with the ability to manage multiple tasks and maintain a high level of attention to detail.
- Effective interpersonal and communication skills, with the ability to engage constructively and adapt communication approaches to a diverse range of stakeholders within Council.
- Proficiency in Microsoft Office Suite and the ability to learn and utilise other systems.
- Ability to work independently with minimal supervision.

Desirable Selection Criteria

- Demonstrated high level of cross-cultural awareness, with the ability to work effectively in a diverse and multicultural workplace.
- First Aid & CPR or willing to obtain.
- Certificate IV in Training and Assessment or willing to obtain.

Conditions of Employment

- The role may require travel and overnight stays within the Groote Archipelago Region and occasional work outside standard hours to meet operational needs.
- Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.
- Employment is subject to a satisfactory Working with Children Check, National Police Clearance, and other pre-employment screening as required.

Groote Archipelago Regional Council is a committed Equal Employment Opportunity (EEO) employer.

Max Duncan

Maxwell Duncan
Chief Executive Officer
Groote Archipelago Regional Council