



Position Description

Human Resources Officer

Title	Human Resources Officer
Salary	\$89,855.66 per annum
Employment Type	Permanent Full-time
Reports to	Senior Human Resources Officer
Location	Darwin, NT

Position Overview

The Human Resources Officer coordinates the delivery of end-to-end human resource and recruitment functions within Groote Archipelago Regional Council, working closely with and supporting the Senior Human Resources Officer. This role contributes to a broad range of HR activities, ensuring a seamless employee lifecycle from recruitment through to offboarding. It provides day-to-day operational support across workforce planning, recruitment, employee relations, and compliance, while also contributing to initiatives that promote employee engagement, retention, and a positive workplace culture.

Key Responsibilities

1. HR Functions

- Support the development, review and implementation of HR policies, procedures, registers and documentation.
- Provide general HR advice and support to Council employees, guided by relevant legislation, awards and Council policies.

2. Recruitment Functions

- Coordinate and administer end-to-end recruitment processes, including advertising, shortlisting, selection, appointment and onboarding.
- 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.

3. Performance Life Cycle

- Support the implementation and ongoing administration of performance and development processes.

- Provide guidance and support to managers in using performance processes effectively, promoting consistent practice and positive employee outcomes.
- Assist with the management of performance, employee relations and industrial relations matters, including providing support across a range of workplace matters as required.
- Contribute to initiatives that support employee development, engagement and organisational capability.

4. Record Keeping

- Maintain accurate and up-to-date employee and HR records within MagiQ and other systems, ensuring compliance with Council and legislative requirements and maintaining confidentiality at all times.
- Support compliance with HR policies, procedures, and reporting requirements.

5. Workers Compensation Function

- Support the management of Workers' Compensation and injury management processes.
- Contribute to workplace health and safety coordination and initiatives.

6. Stakeholder Engagement

- Provide timely and professional support to employees and managers.
- Build and maintain effective working relationships across the organisation to support collaboration and positive HR and recruitment outcomes.

7. Continuous Improvement

- Identify and support improvements to HR and recruitment processes, systems and data management to enhance efficiency and effectiveness.
- Maintain up-to-date knowledge of relevant employment legislation and HR practices and participate in ongoing professional development.

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.
- Demonstrated knowledge and understanding of Human Resources and Industrial Relations legislation, employment principles, and compliance and reporting requirements.
- Demonstrated knowledge and understanding of Human Resources practices, including policies, procedures, awards and applicable agreements.

- 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 with and adapt to a wide range of stakeholders in a developing organisation.
- 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.



Ben Waugh
Interim Executive Officer
Groote Archipelago Regional Council