

COOMALIE COMMUNITY GOVERNMENT COUNCIL

Position Description



Position Title	Human Resources and Administration Officer	
Department	Corporate Services	
Direct Report	Corporate Services Manager	
Level	Grade 4/5	Temporary 3-month Contract, Full-time
Location	Batchelor Office	

POSITION OBJECTIVE

Working within the Corporate Services Unit, the Human Resources and Administration Officer will be responsible for delivering day-to-day HR support and ensuring smooth office operations. The role combines recruitment, employee support, Human Resource compliance with general administration, Workplace Health and Safety, and office administration.

SELECTION CRITERIA

Essential Selection Criteria

1. Basic understanding/willingness to learn the laws, agreements, and processes that guide Human Resource activities, with a willingness to learn and support practical policies to help keep Human Resource functions compliant across the Council.
2. Contributed to the development and delivery of improving admin systems, processes, and procedures that help the team run effectively. This includes helping create standard letters, registers, databases, templates, and forms to keep things consistent and well-organised.
3. Supported the team in Workplace Health and Safety plans, policies, and systems, ensuring they align with relevant laws and safety standards.
4. Provide support to each work unit to ensure Workplace Health and Safety inspections, audits and rectification measures are completed, registered and followed up within adequate timelines in line with Council's Risk Management Framework and Risk Register.
5. In liaison with the Corporate Services Manager, assist in developing, implementing and maintaining Council's Risk Register and preparing reports.
6. Able to plan and prioritise daily tasks to meet agreed deadlines and follow instructions.
7. Good written and oral communications with an ability to develop and utilise various business systems and digital programs to improve efficiencies of the administration of Council.
8. Prepare routine correspondence, documents, and basic reports; maintain electronic and physical filing systems.
9. Act as first point of contact at the office: phones, reception emails, visitors, incoming mail and couriers.
10. Undertake other duties as reasonably directed, consistent with the employee's skills, competencies and level of responsibility.

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Desirable Selection Criteria

1. Certificate II or Certificate III in Business or a related discipline.
2. Understanding of Local Government and associated legislations / regulations.
3. Good knowledge of the Coomalie Region.

Mandatory Employment Criteria Requirements

- NT Drivers Licence
- NT Police Check
- Ochre Card