



POSITION VACANT

HR OFFICER

Located approximately 550km south-west of Cairns and just south of the base of the Gulf of Carpentaria, in the heart of the Gulf Savannah country, lies the quaint and beautiful town of Croydon. Rich in history, boasting beautiful heritage buildings, the iconic Gullfander train, stunning sunsets and numerous trails for birdwatching, bushwalking, mountain biking and trail running. Croydon offers a unique Outback experience while providing all the necessary services, including a supermarket, healthcare centre, schooling, and recreational facilities.

The Position: Reporting to the Business Services Manager this permanent position supports Council's Human Resources functions, including end-to-end recruitment and HR administration. The successful candidate will provide leadership, direction, support and deliver efficient, effective, compliant and confidential support to the Business Services team to ensure Croydon Shire Council meets its statutory obligations in a timely manner.

Skills / Experience Required: To be successful in the role, you will need:

1. Previous experience in a HR or Office Administration role.
2. Previous Local Government experience desirable
3. Ensure work is performed to a high standard with attention to detail.
4. Obtain understanding of and clearly communicate Award and Industrial relations information to stakeholders.
5. Ability to work in a team environment and support other employees and work areas.
6. High level of personal initiative, be self-motivated and have good time management, planning and organisational skills.
7. Allocated tasks and responsibilities are completed consistently within agreed timeframes in a professional and efficient manner.

The position description can be downloaded from Council's website www.croydon.qld.gov.au, or by phoning (07) 4748 7100.

For further information about the position please contact Council's Business Manager, Stephen Frost, on 07 4748 7100 or email sfrost@croydon.qld.gov.au

Applications are to include a covering letter, resume and at least 2 references and

Emailed to: Business Manager, Croydon Shire Council admin@croydon.qld.gov.au or

Delivered to: *Croydon Shire Council Administration Office, 63 Samwell Street, Croydon Qld 4871*

Applications close 9am on Wednesday 24 January 2024.

Jacqui Cresswell
Chief Executive Officer
10 January 2024