

People and Culture Recruitment Officer

We are seeking applications for a motivated and organised Recruitment Officer to join our People and Culture team.

About the role

This position coordinates and administers Council's recruitment and selection processes, while providing administrative support across payroll, learning and development, onboarding and other People and Culture functions.

The Recruitment Officer is responsible for preparing application packages, supporting shortlisting and interview processes, arranging pre-employment checks, assisting with employee onboarding and providing general People and Culture information in line with privacy and confidentiality requirements. This opportunity would suit someone who is organised, customer-focused and enjoys working collaboratively to support positive employment outcomes across the organisation.

Why work for us?

- 9-day fortnight (72.5hrs fortnight)
- Up to 12% Employer Superannuation with ability to salary sacrifice employee contribution.
- 5 weeks Annual Leave per year
- 13 weeks Long Service Leave after 10 years' service – pro rata available after 7 years
- Salary Packaging available
- Supportive and motivating team
- Active Social Club
- Fitness Passport Program
- Flexible work arrangements
- Relaxed lifestyle, boating, fishing, sports facilities, private and public schooling options up to Grade 12, cultural venues and events and all of this situated in a thriving agricultural community only an hour away from Townsville or two hours from the magical Whitsundays.

All applicants should familiarise themselves with the entire position description.

The applicable salary for this position is \$86,797, with the commencing salary dependent upon the skills and experience of the successful applicant.

Applications for **26/45 – People and Culture Recruitment Officer** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria
- Copies of relevant qualifications and licences

Applications can be submitted using one of the following methods:

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 26/45, PO Box 974, Ayr Qld 4807

Applications close on Monday, 14 September 2026 at 9:00am. Word or PDF format is preferable.

For further information please contact the People and Culture Manager – Belinda Tinus on (07) 4783 9800.

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Please provide a short response under each criterion. You may type your response in the box below each criterion or attach a separate document if you need more space.

Where possible, include a practical example from your work, study, volunteering or community experience. Short-listing will be based on how well your responses demonstrate the skills, experience and abilities required for the role.

1. Demonstrated experience in coordinating end to end recruitment processes, including position description reviews, preparation of application packages, shortlisting, facilitating and conducting interviews, reference checking, arranging pre-employment checks, drafting employment contracts and inductions.

Applicant Response:

2. Sound organisational, time management, communication and interpersonal skills, including the ability to manage multiple tasks, meet deadlines, maintain accuracy in a busy work environment and the ability to provide quality customer service to internal and external customers.

Applicant Response:

3. Demonstrated experience in general People and Culture functions such as payroll and learning and development.

Applicant Response:

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4. Demonstrated ability to use technology, including Microsoft Office applications, with the ability to learn and use corporate systems such as Technology One.

Applicant Response:

5. Ability to maintain confidentiality, apply sound judgement and work collaboratively as part of a team while supporting fair and consistent People and Culture processes.

Applicant Response:

Position Number	20069
Certified Agreement	Burdekin Shire Council Certified Agreement
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Section	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
Award Level	Level 3
Reports To	People and Culture Coordinator
Place of Employment	Council Chambers, 145 Young Street, Ayr

Position Objective

Coordinate and administer Council's recruitment and selection processes and provide administrative support across Payroll, Training and Development and other People and Culture functions in an efficient and effective manner.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin. Accordingly the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Develop Application Packages and assist in the review of Position Descriptions.
- Receive all job applications and attend to relevant notifications.
- Liaise with panel members and relevant supervisors regarding panel selection and conflict of interest requirements.
- Participate in the shortlisting processes and provide administrative support to panel members.
- Be the primary People and Culture participant on interview panels.
- Arrange all necessary pre-employment checks.
- Onboard new employees and assist in the transfer of current employees, including preparing Letters of Offer.
- Provide administrative assistance to the payroll function, including collection, coding and entry of timesheets.
- Participate in the delivery of the employee induction program.
- Provide administrative assistance to the Learning and Development function.
- Provide employees, supervisors and management with general People and Culture information in line with privacy legislation.
- Assist employees with the preparation of Local Government Work Care claims.
- Undertake project work as delegated by the People and Culture Manager.
- Coordinate the student work experience program.
- Coordinate the employee immunisation program relevant to the WHS Immunisation Policy.

Position Requirements

Knowledge

- Sound knowledge of Industrial Awards applicable to Local Government.
- Sound knowledge of Council's Certified Agreement.
- Sound knowledge of LGIA Super procedures and applicable legislation.
- Sound knowledge of Australian Taxation Office legislation.
- Sound knowledge of Workers Compensation and Rehabilitation legislation.
- Developing knowledge of the principles of human resource management including relevant legislation, policies, regulations and statutory requirements.
- Sound knowledge of Council's organisational structure and the functions performed within each department and section.
- Sound knowledge of Council's People and Culture and Payroll policies and procedures.
- Sound knowledge of Microsoft Office Suite of applications.

Skills

- Intermediate skills in the operation of Technology One software.
- Intermediate skills in the use of Microsoft's Office software.
- Well-developed interpersonal skills.
- Advanced data entry skills.
- Advanced numeracy and reading comprehension skills.
- Intermediate writing skills.
- Sound problem-solving skills.
- Sound time management skills.
- Sound research skills.

Abilities

- Ability to provide excellent customer service to both internal and external customers.
- Ability to resolve work procedural issues in the relevant work area within established constraints.
- Ability to work under general supervision.
- Ability to provide general payroll and People and Culture advice to management and employees.

Other Requirements

- Application of confidentiality conditions to all work-related information, documents, and situations.
- Personal characteristics of honesty, integrity, commitment, reliability, empathy, a sense of humour, the ability to deal with pressure, and a balanced attitude to work and home life.

Experience and Qualifications

- Certificate 4 in Human Resources or relevant experience.
- Experience in the various functions of People and Culture.
- Workplace Rehabilitation Coordinator's Accreditation or ability to obtain.
- Current Queensland CA Class Drivers Licence.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under general supervision (except for graduates, who work under direct supervision).
- Supervision of other employees.
- Operates as a member of a professional team.

Extent of Authority

- May set outcome/objective for specific projects.
- Graduates receive instructions on the broader aspects of the work.
- Freedom to act within defined/established practices.
- Problems can usually be solved by reference to procedures, documented methods and instructions. Assistance is available when problems occur.

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.

Communication

- Write in a way that your reader can understand.
- Listen and speak clearly to your colleagues and customers.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.

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- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.

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10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.