



PAROO SHIRE COUNCIL

Position Vacant

HR & WHS Officer – Permanent

Paroo Shire Council is currently seeking suitable candidates for the role of HR & WHS Officer.

The HR & WHS Officer is a hands-on role responsible for supporting the strategic success of Paroo Shire Council through the design, delivery and implementation of Council's Policy and Procedures. The position provides both strategic and operational expertise to the Council, CEO, Executive Leadership Team, and employees HR & WHS related matters. As a representative of Council, professionalism and the provision of courteous customer service is essential. The ability to maintain confidentiality is a key requirement of this role.

HR & WHS Officer is responsible for:

- Provide and undertake effective and efficient management of the functional areas of employee relations, recruitment, payroll, learning and development and organisational development.
- Coordinate the development and delivery of Human Resources, Training, Workplace Health and Safety (WHS), management and employees to create a productive workforce & promote a positive workforce culture.
- Provide specialist advice, guidance and support regarding current industrial Award provisions, legislative matters, and change management processes relating to structural reforms.

As a representative of Council, it is expected you demonstrate professionalism, leadership and a commitment to a high level of service and continuous improvement in the best interest of Council and the community are essential.

To apply for this role:

- Review the position description available at www.paroo.qld.gov.au/employment or pick up from the Front Counter at the Council Depot on Broad Street, Cunnamulla
- Provide a brief cover letter (1-2 pages) outlining your motivation for applying for this role and the skills and experience that you will bring to the role
- Send your cover letter plus your current resume to recruitment@paroo.qld.gov.au
- For further information please contact Council on (07) 4655 8400

Applications close: COB Friday 12 March 2021

**Cassandra White
Chief Executive Officer, Paroo Shire Council**