



CHERBOURG ABORIGINAL SHIRE COUNCIL

Many Tribes, One Community

Human Resources Advisor

Cherbourg is located in the South Burnett Region of Queensland about 3 hours drive north west of Brisbane and 1 hour west of Gympie. The township is 7km from Murgon. Cherbourg has a hospital, medical centre, community health service, aged persons hostel, primary school prep to year 6, TAFE College and a sporting complex incorporating an indoor basketball/netball court and gym. Facilities in the region and within a 30 minute drive from Cherbourg include supermarkets and shopping facilities, most major banks, golf courses, swimming pools, fishing, boating, wineries and restaurants.

Cherbourg Aboriginal Shire Council is seeking a suitably qualified and experienced full time **Human Resources Advisor** to advise our CEO and Senior Management team on all HR matters.

Key responsibilities include:

- Provide initiative and direction that will assist Council to best manage its Human Resources.
- Effectively manage the following Human Resources related functions:
 - Recruitment and selection; Employee and Industrial Relations; Payroll; Learning and Development
- Provide HR advice to management and employees regarding industrial relations, enterprise bargaining, award conditions and other employment matters.
- Assist management in, or carry out on behalf of management, negotiations with unions or employee representatives on a range of issues including agreements, workplace bargaining, disputes and other workplace matters.
- Assist management in the investigation and resolution of matters relating to grievances, bullying and harassment, and poor performance.
- Develop HR policies and procedures, including review of current policies and procedures, for consideration by the Senior Management Team.
- Promote continuous improvement within the human resources area.
- Provide accurate and timely reports to CEO and other Managers.
- Establish and maintain HR and payroll procedures in our Practical Payroll System.
- Monitor, co-ordinate and prepare HR reports such as termination, recruitment, excessive leave, surveys.

Selection Criteria:

- Bachelors Degree or equivalent in Human Resources or considerable experience.
- Proficient ability to use various computer software programs.
- Effective verbal and written communication skills to provide advice in a timely and efficient manner.
- Proven ability to get tasks completed within prescribed timeframes.

What We Offer:

- Competitive base salary plus superannuation.
- Relocation assistance.
- Salary sacrifice packaging options.
- Professional development opportunities.
- Work/life balance.

Application Closing Date: 5th July 2020 (05/07/2020)

Your application should be comprised of:

- A **statement (not more than 2 pages)** that summarises your skills, experience and achievements against the key responsibilities within the context of the role you are applying for; and
- A **current resume** containing details of 2 referees. At least one referee should have a thorough knowledge of your work over the past two years as your manager or supervisor.
- **Your statement and resume** can be sent to our council office at **22 Barambah Ave, Cherbourg, QLD** or it should be forwarded attention to:
 - **Sam Murray – Corporate Services Manager, Cherbourg Aboriginal Shire Council.**
 - corporate@cherbourg.qld.gov.au ph: 07 4168 1866

Council ensures that applicants receive fair, consistent and equitable treatment in all aspects of human resource management through discrimination free and equal employment opportunities.