

HR Advisor

Position Details

Location	Barcaldine District Regional work and travel as required
Status	Full Time or Part Time, Ongoing Subject to Council's capacity to pay, funding, and employee performance
Industrial Instruments	Queensland Local Government Industry (Stream A) Award – State 2017 Barcaldine Regional Council Certified Agreement 2025
Classification	Minimum Level 6.1
Reports to	Senior HR Advisor
Direct Reports	N/A

About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Jericho, Barcaldine, Aramac, and Muttaborra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

Our Values

 HONESTY WE ALWAYS TELL THE TRUTH	 EMPATHY WE WILL SEEK TO LISTEN AND UNDERSTAND THE PERSPECTIVES OF OTHERS. WE WILL TREAT ALL WITH KINDNESS	 ACCOUNTABILITY WE WILL TAKE RESPONSIBILITY FOR OUR CHOICES, ACTIONS, BEHAVIOURS, PERFORMANCE AND DECISIONS	 RESPECT WE WILL BE PRESENT, VALUE OTHERS AND WELCOME DIVERSITY	 TRUST WE WILL GAIN THE TRUST OF OTHERS BY LIVING OUR VALUES
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Key Responsibilities

General Responsibilities:

- Contribute to the development and review of HR policies and procedures.
- Monitor the HR inbox, responding to inquiries or escalating issues as required.
- Provide low-level advice to staff/leadership within the organisation.
- Ensure the quality and compliance of HR documentation with legal and confidentiality standards and appropriate record-keeping.
- Contribute to the establishment and implementation of an electronic HR Information System for workforce data.
- Perform monthly workforce reporting to the HR Manager as required.
- Coordinate and carry-out recruitment and onboarding operations.
- Assist in scheduling and organising the facilitation of staff training.
- Assist with workforce planning in collaboration with the Senior HR Advisor and HR Manager, including:
 - Job design
 - Recruitment, onboarding, offboarding
 - Employee relations
 - Performance management
 - Remuneration
 - Conflict resolution
- Assist the Senior Human Resource Advisor with general advisory queries.
- Prepare and issue letters to support employment matters including offers, variations, and terminations.
- Draft/lead responses to the employees with general HR advice where relevant.
- Look for continuous improvement within the current HR system/processes.

Stakeholder Management:

- Support executives, supervisors, and employees in the interpretation and adherence to the appropriate industrial agreements.
- Build strong working relationships with both internal and external stakeholders.
- Model and demonstrate constructive working relationships and information exchange across the organisation.

Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.
- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency, and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.
- Work cooperatively and effectively in a team environment, communicating reliably and regularly.
- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.
- Actively engage with Council and community to identify needs and opportunities, and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

Physical Demands and Work Environment

- In this role, you will occasionally be exposed to repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).
- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.
- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

Essential Criteria

Education:

- A tertiary qualification in Human Resource Management with demonstrated HR generalist experience and a sound knowledge of contemporary HR practices.

Licensing:

- Current Queensland class 'C' Driver Licence.

Experience and Knowledge:

- Demonstrated experience in the creation and application of policies and procedures.
- Demonstrated experience in identifying and implementing quality improvement initiatives.
- A proactive, professional and customer-focused approach with the ability to influence and negotiate effective outcomes with a broad range of people from a variety of backgrounds and effectively contribute to a team environment.
- Experience in dealing with difficult stakeholders where empathy and discretion is required.
- Strong written and verbal communication skills.
- An understanding of and complete commitment to confidentiality.
- Strong computer, organisational, analytical, and problem-solving skills.

Acknowledgement

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Approving Manager:	
Signature:	
Date:	
Employee Name:	
Employee Signature:	

Date: