HUMAN RESOURCES OFFICER- TRAINEE

POSITION TITLE:	Human Resources Officer-Trainee
POSITION NUMBER:	1011
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	1-2
REPORTS TO:	Manager Human Resources & Safety
DEPARTMENT:	Executive
LAST REVIEWED:	December 2025

ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to create a better future.

Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

We Value



Honesty Integrity Accountability

OBJECTIVE OF THIS ROLE

The purpose of this role is to provide supervised assistance in relation to Council's Human Resources and Safety team.

REPORTING LINES

This position reports to the Manager Human Resources & Safety. The HR Trainee works closely with the HR Coordinator, Training & Development Officer and Workplace Health and Safety Advisors.

GENERAL DUTIES AND RESPONSIBILITES

General Duties may include the following:

- Assist the HR Coordinator with recruitment duties (including but not limited to Ref checks, interviews, contracts, police checks)
- Assist the HR & Safety team in general duties
- Create business documents (excel, word, powerpoint, etc)
- Assist in creating formal correspondence
- Participating in meetings
- Referring issues or queries to the HR Manager/HR Coordinator
- Data input into the Learning Management System, Safety Management System, Recruitment System and Payroll System
- Administrative duties for the HR Department
- Other duties as directed that are in line with the needs of the HR Department

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Current Police Clearance
- Completion of year 11 or above

Desirable:

- Interest in Local Government
- Interest in the relevant field of study
- Current enrolment in a tertiary qualification in the field of Human Resources or Business

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the *Work Health and Safety Act 2011("Act")* an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the *Act*.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature **Date**