

POSITION VACANT



COORDINATOR HUMAN RESOURCES FULL TIME

The Opportunity

We are currently seeking a Coordinator Human Resources to provide overall guidance to and support of the Human Resources (HR) team to deliver best practices. Working across the organisation, this role is a key business partner for all functions of human resources, including all people matters, performance, culture, and work health and safety.

What we are looking for in you

Essential Criteria:

- Certificate IV in Human Resources or related discipline or significant progress toward this or similar qualification.
- Experience in Human Resources or related field.
- Demonstrated strong knowledge of legislation that relates to people in the workplace including the practical application of the same.
- Demonstrated supervisory skills and ability to oversee a team of staff in the provision of the full range of recruitment, HR and WHS services.
- Highly developed problem solving skills in relation to people challenges across a variety of matters including disputes involving third party adjudication and settlement.
- An ability to work with people from all levels to gather information, educate and, where necessary, negotiate or resolve conflict.
- High level attention to detail and demonstrated research and analytical skills.
- Ability to work with minimal supervision and to know when to escalate matters to senior staff.
- Current Class "C" Driver Licence.
- Sound knowledge and understanding of EEO and WHS practices and principles.

Highly desirable:

- Previous experience in Local Government.
- Demonstrated high level analytical, organisational and time management skills to meet defined deadlines.
- Sound knowledge and practical experience of legislative and regulatory requirements relating to employee and industrial relations.

What we have to offer:

As a valued member of our team, you'll receive the following benefits:

- A family-based culture with genuine and friendly people to work with
- Competitive salary and opportunity for salary progression
- 5 weeks annual leave
- Access to 6.5 weeks long service leave after 5 years of service
- Flexible work arrangements
- 9 day fortnight roster
- Learning and career development opportunities
- Subsidised Corporate Uniforms

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- Allowance, overtime and call out penalties when required
 - Annual salary from \$102,095.76 based on a 35 hour week
 - Plus an 11.5% Council Superannuation contribution.

How you can apply:

Before applying, please review the POSITION DESCRIPTION.

Please address the questions on the application page on the website

<https://www.blandshire.nsw.gov.au/your-council/careers> . When responding to the questions, please include detailed relevant examples of your skills and experience.

You'll have the opportunity to attach your cover letter and resume.

For more information regarding the Coordinator Human Resources position, please contact Grant Baker, General Manager on (02) 6972 2266.

We are Bland Shire

A place where people are valued, an environment that is respected, a future that is bright and a community that is proud.

CLOSING DATE: 9 MAY 2025