



GILGANDRA SHIRE COUNCIL
NEW SOUTH WALES

Council invites applications for the following employment opportunities:

HUMAN RESOURCES OFFICER
Temporary Full Time – 12 month term
Closing Date: Friday 31 March 2017 – 5.00pm
Salary Range: \$1024.79 - \$1229.71 / week
All other conditions of employment as per
the Local Government (State) Award 2014

Essential:

- Demonstrated knowledge and experience in administrative and clerical tasks
- Advanced level skills and experience with Microsoft Office
- High level verbal, written, interpersonal and negotiation skills
- Commitment to providing excellent client services
- Accreditation as a rehabilitation coordinator or willingness to obtain
- Demonstrated ability to research and analyse issues and prepare accurate reports
- Class C Drivers Licence
- Certificate III Business Administration and/or relevant work experience
- Minimum one year work related experience

Desirable:

- Demonstrated experience in the management of workers compensation and injured employees
- Relevant experience in a human resources function
- Relevant experience in rehabilitation of injured employees
- Relevant experience in recruitment of employees
- Formal qualifications in human resource management or a related field, or willingness to study towards gaining a qualification

Further information, a copy of the position description and an information package may be obtained by contacting the HR Section of Council on 02 6817 8800.

Applicants will need to address the essential and desirable criteria in their letter of application.

Applicants will also need to provide the contact details of two recent referees.

Applicants are also invited to visit our web site – www.gilgandra.nsw.gov.au

David Neeves
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