

Shire of Cocos (Keeling) Islands

Position Vacant – Human Resources Officer

The Shire of Cocos (Keeling) Islands is seeking applications for a Human Resources Officer. This full-time position is primarily based in the Home Island administration office.

Are you looking for a role that:

- builds your knowledge and expertise in human resource management across an organisation with many diverse roles
- enables you to support staff through every aspect of their career journey through sound human resource practices enabling their connection and engagement with an organisation
- provides a busy, diverse role that requires a high attention to detail, confidentiality and good time management skills

The key areas of responsibility include but are not limited to:

- Building collaborative relationships with internal and external stakeholders to ensure the delivery of quality Human Resources services.
- Liaising with employees and other relevant stakeholders to ensure all information and processes relating to employee commencement, condition alterations and/or departures are completed accurately.
- Support the delivery of internal and external recruitment and selection, including advertisements, reviewing position descriptions and interview resources.
- Support the delivery of training, including researching, organising, and processing training completion records.
- Relief payroll
- Other staff related administration requirements

About you:

The successful candidate will be able to demonstrate the desired experience and abilities below:

- Be a good communicator with the ability to liaise with internal and external stakeholders.
- Ability to follow process and procedures and apply this information in decision making and advice.
- Ability to maintain accurate records and prepare reports and data.
- Ability to prioritise, managing study requirements and regular tasks.

If you are a highly motivated individual who is eager to learn, then we encourage you to apply for this exciting opportunity and start your career in Human Resources.

Essential to your success:

- Willing to commit to completing a formal qualification in Human Resources (Cert IV)
- An Australian or New Zealand citizen or permanent resident
- Committed to work in alignment to Council's values.

A copy of the Position Description is available on the Shire website or email a request to the Manager Finance & Corporate Services vikki.lauritsen@cocos.wa.gov.au

Applicants wishing to apply for this opportunity are to submit a copy of their current resume and a covering letter (not more than 2 pages) addressing why they are interested in and suitable for this role.

Applications addressed to the Manager Finance & Corporate Services must reach the Home Island Shire Office **no later than 9.00am, Monday 4 September 2023**. Applications can be mailed, hand delivered or emailed to vikki.lauritsen@cocos.wa.gov.au.