



# POSITION VACANT

## Payroll/HR Officer

Fulltime

**We Value: Respect | Communication | Fun & Humour | Pride | Trust | Teamwork**

**Salary: \$54,114 - \$71,581 per annum plus locality allowance**

Would you like to commence a rewarding career in Local Government? If you have high level numeracy and communication skills, together with attention to detail and the ability to maintain highly confidential information, then this could be the job for you!

Council is seeking a Payroll/HR Officer to join our team. While experience in a similar role would be ideal, training can be provided for an inexperienced applicant that possesses the necessary attributes. Reporting to Council's HR Manager, the role is responsible for the accurate and efficient processing and maintenance of Council's payroll system of approximately 75 staff. In addition, this role provides dedicated support to the HR functions of Council, including but not limited to, maintenance of HR metrics and the employee review system, and assisting with a variety of other HR related activities such as recruitment, staff training, newsletters and events.

As a member of the HR department, the successful applicant will be expected to exemplify and promote Council's corporate values, and this will be considered as part of the selection process.

### Mandatory Requirements

- High level numeracy and data entry skills;
- Demonstrated ability to maintain highly confidential information;
- High level verbal, written and interpersonal communication skills;
- Demonstrated knowledge of payroll processing requirements;
- Demonstrated high level attention to detail;
- Knowledge of, and ability to interpret Industrial Awards and legislation relevant to Local Government; and
- Current Queensland 'C' Class Drivers Licence.

### Desirable Requirements

- Local Government experience in a similar role.

### Closing Date

4:00pm on Friday 28 January 2022

### How to apply

Applicants must refer to Council's website [www.quilpie.qld.gov.au](http://www.quilpie.qld.gov.au) for details on how to apply and to view the Position Description. To be compliant, applications should include an Applicant Cover Sheet, Cover Letter and Resume.

12/01/2022

*Council is an equal opportunity employer*

Justin Hancock

(07) 4656 0500

Chief Executive Officer

[www.quilpie.qld.gov.au](http://www.quilpie.qld.gov.au)