

<b>Position Title:</b>	Trainee Human Resources
<b>Qualification:</b>	Certificate IV in Human Resources
<b>Reporting To:</b>	Supervisor / Manager
<b>Direct Reports:</b>	Nil
<b>Industrial Instruments:</b>	Queensland Local Government Industry (Stream A) Award - State 2017 & Cassowary Coast Regional Council Certified Agreement 2023

## THE ROLE

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The Trainee Human Resource will support the People and Safety team by assisting with recruitment, onboarding, training coordination, and general HR administration while completing structured on-the-job training. This role aims to develop practical HR skills, ensure compliance with organisational policies, and facilitate the successful completion of a Certificate IV in Human Resources.

## KEY OUTCOMES

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- Develop foundational HR knowledge and skills through training, supervised learning, and practical application of policies, systems, and legislation.
- Assist with recruitment and onboarding processes to ensure a positive experience for candidates and new employees.
- Support the coordination of training and development activities to promote employee growth and compliance with organisational requirements.
- Maintain accurate and confidential employee records and HR documentation in line with policies and legislative standards.
- Gain foundational knowledge of employment relations through mentoring, ensuring compliance with relevant legislation and policies.

## KEY ACCOUNTABILITIES

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- Deliver accurate and timely administrative support to the People and Safety team across various human resources functions.
- Assist with recruitment activities, including job advertising, managing applications, coordinating interviews, and conducting pre-employment checks.
- Support employee onboarding and offboarding processes by preparing documentation and updating systems as required.
- Ensure employee records are accurately maintained and handled confidentially, in compliance with Council policies, privacy standards, and recordkeeping requirements.
- Respond to basic HR-related enquiries from employees and stakeholders, providing accurate information or escalating issues to the appropriate team members.
- Assist in the coordination and administration of training, learning, and development activities, including enrolments, maintaining records, and generating reports.
- Perform HR data entry and reporting tasks, ensuring all information is accurate and up-to-date within Council systems.
- Adhere to all Council policies, procedures, and guidelines, including the Code of Conduct for Council Employees, to maintain ethical and professional standards. Follow all



- instructions and directions provided, ensuring tasks are completed to a high standard and within the scope of skills, competence, and training.
- Follow all instructions and directions provided by the Supervisor/Manager, ensuring tasks are completed to a high standard and within the scope of skills, competence, and training.
- Undertake any other duties, projects, or tasks as directed provided they align with the scope of the position and the incumbent's skills, training, and competence.
- Actively participate in all training and development activities required to successfully complete the traineeship. Apply theoretical knowledge gained through training to practical tasks on the job, demonstrating a commitment to continuous learning and skill development.

## BEHAVIOURAL COMPETENCIES

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- Practices behaviours aligned with Council's Values (Grow Our Own, Be Courageous, Accountable to our Community, Make it Better and Work Smarter) and Code of Conduct for Council Employees in all interactions with internal and external stakeholders
- Proactively ensures compliance with legislative and organisational obligations, including Work Health and Safety (WHS), Environmental Protection, Equal Employment Opportunity (EEO), Anti-Discrimination, Recordkeeping, Risk Management, and Privacy requirements.
- Models ethical behaviour and demonstrates a high standard of professionalism in all aspects of work, fostering trust and respect within the workplace and community.
- Maintains a strong focus on achieving individual and team objectives, contributing to a collaborative, positive, and productive work environment.
- Demonstrates clear, respectful, and professional communication with team members, supervisors, and stakeholders, ensuring effective collaboration and understanding.
- Displays a willingness to acquire new skills, adapt to changing work environments, and take on new challenges with enthusiasm and resilience.
- Consistently demonstrates punctuality, dependability, and a strong work ethic, taking responsibility for delivering high-quality outcomes.
- Maintains a proactive approach to personal and professional development, actively seeking opportunities to enhance skills, knowledge, and performance throughout the traineeship program.

## SELECTION CRITERIA

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### Essential:

- Completion of secondary school education to a Year 10 standard.
- Willingness and ability to undertake and complete a Certificate IV in Human Resources within the designated timeframe.
- Demonstrated interest in pursuing a career in human resources.
- Basic administrative and organisational skills, with the capacity to manage tasks effectively under supervision.
- Strong teamwork skills, with the ability to collaborate effectively and follow instructions.
- Clear written and verbal communication skills, combined with a professional and customer-focused approach.
- Proven ability to handle confidential information with a high level of discretion and integrity.
- Basic proficiency in computer skills, including experience with Microsoft Office, and a willingness to learn and use business systems.

- Strong attention to detail, reliability, and a proactive approach to contributing as a team member.
- Demonstrated ability to exhibit key behavioural competencies relevant to the role.
- Current Queensland Drivers Licence.
- National Police Check.