

Human Resources Officer

City of Playford • Davoren Park SA 5113

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Job details

 Date posted
07 Jun 2021

 Expired On
21 Jun 2021

 Category
HR & Recruitment

 Occupation
Consulting & Generalist HR

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

 Work Authorisation
**AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

Perks

PARKING

SALARY PACKAGING

WORK - LIFE BALANCE

Skills

SELF MOTIVATED

ADMINISTRATIVE/HR

HR

HR SYSTEMS

HUMAN RESOURCES

RECRUITMENT

Full job description

Full Time / Fixed Term (Parental Leave backfill)

Classification: GO4 (\$77,530 + Superannuation)

- Commitment to work/life balance through flexible working conditions
- Attractive salary and benefits including salary packaging, income protection, free onsite parking and a strong health & wellbeing focus including corporate discount on health cover and gym memberships & employee assistance program
- Ongoing professional development supported by study assistance and secondment opportunities

About Us...

How would you like to work in an environment where you're encouraged to bring your whole

self to the workplace and be responsible for the decisions you make?

- Council focused on building sustainable foundations.
- Here for our rapidly growing, diverse and resilient community.
- Engaged and connected workplace environment.

As one of the fastest growing council areas in South Australia, the City of Playford is focused on building sustainable foundations and places the community at the heart of everything we do.

With our urban centre as the CBD of Northern Adelaide, our city is enriched by growing and diverse communities in new and established suburbs, rural and hills townships and horticultural lands.

The work that we do and the decisions that we make are in the best interests of the whole and contribute to a sustainable organisational future. Modelling open decision making, we provide a supportive and collaborative environment where employees feel engaged and connected to the work of the organisation, to each other, and the community.

About the Role...

With our valued Human Resources Officer commencing parental leave, we are seeking someone equally remarkable to fill this fundamental position within the Organisational Development team from the end of August 2021, up until mid-October 2022.

Working within an engaged and proactive team, this position provides high-level administrative HR support across the organisation to support the effective execution of HR systems, policies and procedures.

Some of the key tasks of this position include the establishment of recruitment advertisements, the generation of employment contracts and associated letters, conducting any required pre-employment checks, together with delivering broad and effective HR support as required.

Importantly, the role is responsible for the maintenance of data integrity across a number of HR systems and processes including the accurate input of all employment changes for the fortnightly pay periods in our in-house database - so an acute attention to detail with a focus on delivering a prompt, efficient and professional service is a must.

About You...

To be considered for this role you will be a self-motivated individual with a friendly demeanour who thrives on delivering a high-quality service to both internal and external customers. You will possess:

- Formal qualifications in Human Resources or relevant discipline, or working towards;
- Demonstrated previous experience working in a similar role with knowledge of HR systems and processes;

- An acute attention to detail, with highly developed verbal and written communication skills;
- Strong ability to research, interpret and analyse information, solve problems and exercise initiative;
- Ability to influence others and provide advice in respect to legislation and HR policy and procedure;
- A high level of integrity, a professional approach and the ability to maintain confidentiality;
- A passion and commitment for delivering positive customer and community outcomes.

Incumbents in this position are required to possess a National Criminal History Clearance.

More information...

If you hold an interest in the position and believe you possess the knowledge, skills and experience to fulfil this role and would like further information, please contact Manager - Risk, WHS & HR Services, **Steve Moritz** on (08) 8256 0537.

How to apply...

Simply complete the application process by clicking the "Apply Now" button and we'll be in touch.

Applications close at 12:00pm on Monday 21 June 2021.

Apply today!

The City of Playford values diversity and work life balance. While this opportunity is a full time role, applicants seeking other working arrangements are encouraged to apply and advise of your preferences in your covering letter.