

People & Capabilities Generalist

Position Description



Position Number(s) 201103, 201106, or 201107
Directorate Office of the CEO
Department People & Capabilities (P&C)
Immediate Supervisor People & Capabilities Operations Coordinator
Supervising Position(s) Nil.
Level OP6 – Operational

Position Approval

Katie Fuller
Executive Manager, People & Capabilities

12/08/2025

Review and Approval Date

Position Objective

Support the People & Capabilities Department operations through facilitating the employment lifecycle, providing administrative services and oversight of other core human resource functions.

Key Duties and Responsibilities

- Provide administrative support to the P&C Department to facilitate the delivery of essential functions.
- Contribute to the ongoing review and development of departmental operational models, policy and procedure.
- Delivery of end-to-end recruitment function and management of administrative tasks related to employee lifecycle, including data entry in Human Resources Information system (HRIS).
- Assist in the preparation of reports for the executive leadership team and external bodies.
- Monitor the completion of employee probation reviews; required pre-employment checks; employment anniversary dates; ongoing employment clearance compliance and monthly employee award nominations.
- Maintain electronic personnel records, P&C registers and complete file audits requirements.
- Oversee the purchasing of supplies for the P&C Department, raising of purchase order requests and invoice management.
- Act as the main point of contact for all P&C enquiries and redirect to other staff as needed.
- Build and promote sustainable diversity, equity, and positive duty strategies across the council.

Skills and Attributes

- Self-motivated, with the demonstrated initiative to manage own workload and work independently or part of a multi-disciplinary, cross-cultural team.
- Professional yet flexible and driven approach to working in a busy operational role.
- Commitment to maintaining confidentiality when dealing with departmental matters.
- High level of communication skills to provide advice and information to internal and external stakeholders on P&C matters often in a cross-cultural setting,

Role Requirements

Essential

- Proven experience in Human Resources role or related discipline that primarily provides a service to others.
- Demonstrated ability to prioritise work and manage competing demands with accuracy and independence.
- Demonstrated ability to adhere to policy, procedure, and workplace guidelines.
- Ability to obtain and maintain NT Working with Children (Ochre) Card.

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- Satisfactory completion of a Criminal History Check.

Desirable

- Formal qualifications in Human Resource fields or related discipline
- Current NT Drivers Licence
- Previous experience in working for an organisation operating across multiple sites.

Travel Requirements

This position is based in Alice Springs and may occasionally require travel work in remote communities - including overnight stays – in the MacDonnell Regional Council area of service.

Physical Requirements

The role requires the following physical aspects:

- Sitting and/or standing for extended periods
- Working indoors in an office environment
- Manual handling of objects below 10Kg
- Travel in light aircraft or by 4WD vehicle on unsealed roads for lengthy periods

Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

Signature

Date

Position Reporting Structure

