



TORRES STRAIT ISLAND REGIONAL COUNCIL

POSITION DESCRIPTION

Organisation:	Torres Strait Island Regional Council
Position Title:	People and Wellbeing Officer
Position Classification:	Level 5
Instrument:	Torres Strait Island Regional Council Certified Agreement
QLD Local Government Industry Stream:	Stream A - Administrative
Directorate:	Corporate Services

PRIMARY PURPOSE

We are much more than a Council. Our work impacts the lives of the communities we serve through the essential services we provide, our role as a major employer, and our commitment to strengthening the Torres Strait. We respect *Ailan Kastom* and recognise the importance of culture, language and community in everything we do. We acknowledge that each community is unique and value the diversity that exists across the Torres Strait.

POSITION OBJECTIVE

The People and Wellbeing Officer provides professional administrative and operational support across the full employee lifecycle. Working under the direction of the People and Wellbeing Coordinator. The position also assists the Senior Recruitment Officer in delivering efficient recruitment and onboarding services while contributing to the effective administration of broader People and Wellbeing functions.

The role is responsible for maintaining human resources ("HR") records, preparing employment documentation, assisting with recruitment administration, monitoring employment milestones, supporting compliance activities including the involvement with continuous improvement initiatives to ensure the delivery of high-quality People and Wellbeing services.

KEY RESPONSIBILITIES

Human Resources Support

- Provide timely administrative support across the employee lifecycle, including appointments, transfers, promotions, secondments, higher duties, contract variations and employee separations.
- Assist with the preparation and maintenance of organisational position descriptions under the guidance of the People and Wellbeing Coordinator.
- Support performance management, workforce planning and other People and Wellbeing initiatives as required.
- Act as the operational backup for the Senior Recruitment Officer during planned and unplanned absences.
- Assist managers and employees with routine HR enquiries and escalate complex matters as appropriate.
- Monitor the People and Wellbeing mailbox and coordinate responses or referrals to the appropriate team member.

Systems & Records Management

- Maintain accurate employee, establishment and position records within TechnologyOne and Council's document management systems.
- Assist with internal and external audits relating to People and Wellbeing records and processes.
- Ensure employee records are maintained in accordance with legislative and organisational recordkeeping requirements.

Policy & Compliance

- Coordinate corporate induction activities and monitor completion of mandatory induction requirements.
- Prepare employment correspondence, reports and other HR documentation.
- Monitor probation periods, salary increments, fixed-term contracts, acting arrangements, licence renewals, Blue Card renewals and other employment milestones, ensuring timely action is taken.
- Process cessations and ensure exit interview surveys are conducted.
- Assist in implementing and maintaining People and Wellbeing policies, procedures and templates.
- Support compliance with employment legislation, Awards, Certified Agreements, Council policies and relevant statutory obligations.

General

- Maintain productive working relationships and contribute to a team-oriented work culture.
- Identify and pursue learning opportunities to support ongoing professional development.
- Identify opportunities to improve administrative processes, systems and service delivery.
- Prepare routine workforce reports, HR metrics and monthly statistical information.
- Carryout other tasks as directed within your qualifications, experience and skills.

CAPABILITIES, SKILLS & EXPERIENCE

Essential

1. Consistently demonstrates behaviours that reflect Council's values of One, Respect, Accountability, Courage and Resilience with all stakeholders.
2. Certificate IV or Diploma in Human Resources, Business Administration or a related discipline, or equivalent relevant experience.
3. Demonstrated experience providing administrative support within a Human Resources environment.
4. Well-developed organisational skills with the ability to manage competing priorities and meet deadlines.
5. High-level written and verbal communication skills, including the ability to prepare professional correspondence and reports.
6. Proven ability to plan and manage own workload, meet deadlines, use initiative, and take on more complex tasks when required.
7. High level of written and oral communication skills with the ability to convey information to a diverse audience.
8. Strong attention to detail and commitment to quality and compliance.
9. Demonstrated cultural competence and the ability to communicate effectively and respectfully with Torres Strait Islander peoples.
10. Sound knowledge of, or the ability to quickly acquire knowledge of:

- Industrial Relations legislation
 - Work Health and Safety legislation
 - Local Government Awards and Certified Agreements
 - Employment-related legislation.
11. Experience using Microsoft Office applications and Human Resource Information Systems.
 12. Demonstrated ability to work collaboratively within a multidisciplinary team and provide excellent customer service.

OTHER CONDITIONS/REQUIREMENTS

- Occasional travel including to and from Cairns and throughout the Torres Strait Islands is a requirement of this position.
- TSIRC employees will be required to have immunisations as a control measure against infectious diseases.
- The preferred applicant will be required to apply for a National Police Certificate before appointment.
- The employee shall comply with relevant Workplace Health and Safety legislation, Codes of Practice and Council's Workplace Health and Safety Management System.
- A basic knowledge and understanding of languages specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole would be highly desirable.
- The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:
 - a) anti-discrimination
 - b) equal employment opportunity
 - c) confidentiality
 - d) local government principles
 - e) *Ailan Kastom*
 - f) Council's Vision and Values listed below.

Value & Value Statement		Desired Behaviours
	ONE We are one team who achieves together .	• We show care for people and look out for each other. • We speak up and support others to be safe and healthy. • We respectfully address behaviours that conflict with Council's values. • We create positive unity within our organisation, our communities and our region.
	RESPECT We have respect for each other and the communities we serve.	• We respect and recognise Ailan Kastom. • We are open and collaborative, valuing clear community engagement. • We recognise and respect diversity, individual needs, experience and strengths.
	ACCOUNTABILITY We are accountable and responsive to our communities .	• We take pride in our work and pursue a standard of service excellence, doing more with less. • We consistently strive for transparency and good governance to the benefit of public interest. • We are reliable, honest and ethical in all we do.
	COURAGE We are courageous leaders, who think innovatively .	• We encourage, value and reward creative thinking. • We respect and explore different ideas and perspectives. • We embrace change and actively promote Council's vision.
	RESILIENCE We are builders of a sustainable and resilient region.	• We actively seek opportunities to continuously improve and bring growth to our region. • We think globally, act regionally. • We empower our people and communities; embracing local opportunity and participation.

OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”