



CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE
CHERBOURG QLD 4605

Phone: (07) 4168 1866
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Position Authorisation Form			
Job Title:	HR Advisor	Department/Group:	Corporate Services
Level/Salary Range:	Stream A Level 8.1 (negotiable)	Position Type:	Full time
HR Contact:	Hanny Rooyackers	Other:	
Advertising:	Website and Facebook	Date posted:	23 Jan 2024
Applications Accepted By:			
E-mail: hr@cherbourg.qld.gov.au Subject Line: Attention: HR Advisor RE: Job Title		Mail: HR Advisor Cherbourg Aboriginal Shire Council 22 Barambah Ave Cherbourg QLD 4605	
Job Description – Specific Activities			
<ul style="list-style-type: none"> ➤ Recruitment and selection. ➤ Employee and Industrial Relations. ➤ Learning & Development. ➤ Workplace Health & Safety. ➤ Provide HR advice to management and employees regarding industrial relations, award conditions and other employment matters. ➤ Manage the support of all trainees and apprentices within council. ➤ Provide accurate and timely reports to CEO and other Managers. ➤ Payroll - Employee Setup up and Masterfile maintenance in Practical System. ➤ Oversee fortnightly payroll to ensure compliance. ➤ Establish and maintain HR and payroll procedures. 			
Approved By: (name & signature)	Sam Murray	Date	23 Jan 2024
Approved By: CEO	Zala Chatur	Date	23 Jan 2024