

Position Details	
<b>Position Title</b>	HR & Training Administrative Officer
<b>Employment Type</b>	Permanent Full time
<b>Location</b>	Thursday Island
<b>Minimum Award/Classification</b>	Torres Shire Council Certified Agreement 2022 QLGIA (Stream A) Division 2, Section 1 - Level 4.1
<b>Maximum Award / Classification</b>	Torres Shire Council Certified Agreement 2022 QLGIA (Stream A) Division 2, Section 1 - Level 4.4
<b>Roster Pattern</b>	19-day month
<b>Position Summary</b>	<p>HR &amp; Training Administrative Officer      Salary Range: \$81,637.40 - \$86,476.52      Location: Thursday Island      Close Date: 23/02/2026</p> <p>This role is responsible for delivering timely, high-quality and compliant HR and training advice, administration and coordination support to the HR Manager and Council employees. The successful applicant will be an experienced HR practitioner who is highly motivated, proactive and comfortable working in a busy environment, with the ability to work both autonomously and collaboratively as part of a team. This position requires the employee to be a Thursday Island or local resident, as housing is not provided.</p> <p>Ideally, the successful applicant will need to:</p> <ul style="list-style-type: none"> <li>• Have at least three (3) years previous HR experience in a similar or related role.</li> <li>• Be technically competent and comfortable maintaining accurate records using HR information systems and/or learning management systems</li> <li>• Be highly organised with strong time-management skills and the ability to prioritise competing demands and meet deadlines</li> <li>• Be detail-focused, with a consistently high level of accuracy in all administrative tasks</li> <li>• Be a clear and effective communicator with well-developed written and verbal skills</li> <li>• Be customer-focused in providing professional, courteous and responsive support to managers, employees and stakeholders</li> <li>• Be trustworthy and ethical, demonstrating integrity, discretion and professionalism when handling sensitive information</li> <li>• Be collaborative and team-oriented, capable of contributing positively to workplace culture</li> <li>• Be adaptable and proactive, with a willingness to learn new systems, processes and legislative requirements</li> </ul> <p>For a complete list of key duties, responsibilities, and selection criteria, please download the position description for this role from Council's website. In return, we offer the following benefits:</p> <ul style="list-style-type: none"> <li>• A supportive team environment</li> <li>• A 19-day working month</li> <li>• Six (6) weeks of annual leave</li> <li>• A 12% superannuation contribution</li> <li>• Annual leave loading</li> </ul>

	<ul style="list-style-type: none"> <li>• Locality Allowance</li> <li>• Remote Travel Allowance paid annually each November on a pro-rata basis</li> <li>• Subsidised health and well-being memberships (gym/swimming pool)</li> <li>• Ongoing opportunities for learning and development</li> </ul> <p><b>How to apply</b></p> <p>To be eligible to apply for a position at Torres Shire Council, you must fulfil one of the following criteria:</p> <ul style="list-style-type: none"> <li>• Be a permanent resident of Australia</li> <li>• Be an Australian citizen</li> <li>• Have an entitlement to work visa</li> <li>• Be a resident of Thursday or neighbouring islands as housing is not supplied</li> </ul> <p><b>Note:</b> Torres Shire Council encourages applications from Aboriginal and Torres Strait Islander people.</p> <p>Address your application to the <i>Human Resources Manager</i> and email to <a href="mailto:employment@torres.qld.gov.au">employment@torres.qld.gov.au</a>.</p> <p>Please ensure your application includes the following:</p> <ul style="list-style-type: none"> <li>• A copy of your résumé</li> <li>• A cover letter addressing the key selection criteria</li> </ul> <p>Please address the following selection criteria in your application.</p> <p><b>Selection Criteria</b></p> <p><b><u>Note: Applications not addressing the full selection criteria will not be considered.</u></b></p> <ol style="list-style-type: none"> <li>1. Demonstrated experience in providing administrative support within a human resources and/or training environment, including maintaining employee records, supporting recruitment activities, and coordinating training or development programs.</li> <li>2. Proven ability to manage multiple tasks, meet deadlines and maintain accurate records, with a high level of attention to detail in a busy administrative environment.</li> <li>3. Experience using computer-based records management systems and Microsoft Office applications.</li> <li>4. Well-developed written and verbal communication skills, with the ability to provide professional, clear and courteous support to employees, managers and external providers, including responding to routine enquiries and preparing standard correspondence.</li> <li>5. Demonstrated ability to handle sensitive and confidential information with discretion, professionalism and integrity, in accordance with organisational policies and legislative requirements.</li> <li>6. Demonstrated ability to work effectively as part of a team, build positive working relationships, and contribute to a cooperative and respectful workplace.</li> <li>7. Knowledge of, or the ability to quickly develop an understanding of, HR and training compliance requirements within a local government or public sector environment, including record keeping, mandatory training and audit requirements.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Local Government experience.</li> </ol>
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<b>Pre-Employment Assessment</b>	<p>As part of the selection process, applicants may be required to undertake some or all the following pre-employment assessments/checks:</p> <ul style="list-style-type: none"> <li>• Pre-employment medical, which will include a functional capacity assessment and may include a drug and alcohol test</li> <li>• National police/criminal history check</li> <li>• Numeracy and literacy assessment</li> <li>• Computer skills assessment</li> <li>• Qualification/licence verification</li> <li>• <i>Right to Work in Australia</i> check</li> <li>• Psychometric testing</li> </ul>
<b>Contact Person</b>	Torres Shire Council Human Resource Manager
<b>Contact Number</b>	0418 619 329
<b>Contact Email</b>	<a href="mailto:employment@torres.qld.gov.au">employment@torres.qld.gov.au</a>
<b>Closing Date</b>	<p>5pm, 23/02/2026            Please ensure your application is submitted before this time as we do not accept late applications.</p>