



**KATHERINE**  
TOWN COUNCIL

# Human Resource Officer

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**Department:** People and Culture

**Business unit:** Human Resources

**Reports to:** Manager People and Culture

**Position level:** Level 5

## Position context

This position is responsible for providing accurate, timely, responsive and cost-effective payroll services to Council. The position interprets employee conditions including Enterprise Agreement, relevant award, legislation and contracts to ensure ongoing compliance and the highest confidentiality, whilst effectively communicating with staff and providing effective customer service. This position also includes responsibility for providing effective administration of professional human resource systems and work health and safety throughout Council. This position will ensure that human resources functions are delivered in a manner that complies with statutory obligation and Council policies and processes.

## Our Vision

Katherine is a place of opportunities. We celebrate diversity as we live, work, learn and grow together.

## Our Mission

Together, we will work effectively today to shape our exceptional future tomorrows.

## Our Values

- Accepting of diversity
- Sense of community
- Respect for people, environment and culture

# About the role

<p><b>Position's key responsibilities</b></p>	<p><b>Payroll</b></p> <ul style="list-style-type: none"> <li>• Provide accurate and timely interpretation of employee conditions including relevant Enterprise Agreement, Award, legislation and contracts to ensure compliance and the provision of an accurate payroll service.</li> <li>• Process end to end fortnightly and ad hoc payroll including adjustments, leave, salary packaging, reporting and payroll filing.</li> <li>• Calculate, check and administer leave reports and leave provisions.</li> <li>• Provide timely and accurate information to employees regarding pay details as required.</li> <li>• Facilitate training for new and existing staff and management on payroll requirements.</li> <li>• Ensure payroll records are accurate through regular audit.</li> <li>• Maintenance of employee master file data, always ensuring confidentiality of payroll records.</li> </ul> <p><b>Human Resources Officer</b></p> <ul style="list-style-type: none"> <li>• Actively coordinate and participate in the recruitment of Council employees, at the direction of the Manager, assisting with the preparation of position descriptions, advertising vacancies, and recruitment and selection activities, coordinating onboarding processes for new employees, and supporting workforce planning to maintain appropriate staffing levels and ensure the continuous delivery of Council services.</li> <li>• Administration and maintenance of HR forms and documents</li> <li>• Administration of HR systems, including auditing system compliance and actioning items when needed.</li> <li>• Administration and delivery of Council's training program including conducting skills gap analysis and maintenance of training calendar in line with budget</li> <li>• Oversee onboarding and induction of new staff members</li> <li>• Maintenance of staff records, ensuring security and confidentiality are maintained</li> <li>• Provide training and guidance to staff on HR systems and compliance</li> <li>• Provide training and advice to staff on HR policy, documents and processes, and use influence to ensure policy and process are completed correctly and on time.</li> <li>• Other duties as directed by the Manager People and Culture</li> </ul>
<p><b>Organisational responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in activities associated with the management of workplace health and safety. Identify and report health and safety risks,</li> </ul>

	<p>accidents, incidents, injuries, property damage and mishaps at the workplace.</p> <ul style="list-style-type: none"> <li>• Assist in the implementation of the Katherine Town Council’s Emergency Sub Plan in the event of a disaster.</li> <li>• Foster sustainable, honest relationships with the community and stakeholders</li> <li>• Perform and deliver results that align with organisations’ strategic direction and serve our community.</li> <li>• Work in accordance with Council’s Vision and Mission statement.</li> <li>• Provide excellent customer service through incoming telephone calls, email and front counter enquiries</li> </ul>
<b>Level of Responsibility</b>	
<b>Authority &amp; Accountability</b>	The exercise of discretion within standard practices and processes may involve the exercise of high precision occupational skills using various specialised techniques, systems, equipment, methods or processes. Positions provide local decisions, direction, leadership and on-the-job training to supervised employees or groups of employees.
<b>Judgment &amp; Problem Solving</b>	Skills to solve problems which require assessment of a range of options having elements of complexity in reaching decisions and making recommendations.
<b>Specialist Knowledge &amp; Skills</b>	Specialist knowledge in a number of advanced skill areas relating to the more complex elements of post-trade or specialist disciplines either through formal training programs or on the job training.
<b>Management Skills</b>	May require skills in coordinating a team of employees, to motivate and monitor performance against work outcomes.
<b>Interpersonal Skills</b>	Persuasive communications skills are required to participate in specialised discussions to resolve issues, including explaining policy to the public and/or others and reconciling different points of view.

## About you

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated thorough working knowledge and experience in the application of technical, trade, administrative or specialist skills relevant to the position.</li> <li>• Proven ability to apply established procedures, practices and systems with a high degree of accuracy and autonomy.</li> <li>• Extensive practical experience gained through on-the-job training and workplace application within a similar role or industry.</li> </ul>
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	<ul style="list-style-type: none"> <li>Ability to exercise sound judgement and problem-solving skills when applying technical, trade or administrative knowledge to operational requirements.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Certificate IV or other relevant post-secondary qualification related to the position; or</li> <li>Demonstrated equivalent knowledge, skills and competency gained through substantial relevant industry experience and on-the-job training.</li> </ul>

<b>Selection criteria</b>	
<b>Essential</b>	<ol style="list-style-type: none"> <li>Previous experience in a similar role.</li> <li>Demonstrated ability to interpret, apply and explain relevant policy and legislation to a range of staff.</li> <li>High attention to detail with the ability to audit and check accuracy of own work.</li> <li>Highly developed analytical skills with the ability to produce accurate reports, review and interpret data, and identify, investigate, and report on discrepancies, anomalies, and trends to support informed decision-making.</li> <li>Understanding of different responsibilities within an organisation and the ability to influence others to complete their responsibilities within timeframes.</li> <li>Demonstrated strong time management skills and the ability to meet deadlines and changing priorities.</li> <li>Able to provide problem-solving advice and guidance within boundaries of policy.</li> <li>Current NT Drivers Licence.</li> </ol>
<b>Desirable</b>	<ol style="list-style-type: none"> <li>Previous experience in Local Government role.</li> <li>Tertiary qualification in Human Resource Management</li> <li>Tertiary qualifications in Finance or Payroll</li> </ol>

<b>ACKNOWLEDGMENTS</b>	
<b>Employee:</b>	<b>Date:</b>
<b>Manager/HR:</b>	<b>Date:</b>
<b>Financial delegation</b>	<b>\$tba</b>
<b>Reviewed by:</b>	<b>Manager, People and Culture</b>
<b>Review date:</b>	<b>18 June 2026</b>
<b>Approval date:</b>	
<b>Approved by:</b>	<b>CEO</b>