



A04 Human Resources Officer

Western Cape College is currently seeking applications from highly motivated persons with proven HR or Payroll experience and skills to join our College Services team located at the Weipa campus until 10 July 2026, with the possibility of an extension. If you are service oriented, and a good team player then you are just the right fit for us.

The Human Resources Officer role is a full-time position, however Western Cape College is willing to negotiate with the successful applicant which may include flexible working arrangements.

About the Role

The HR Officer provides operational support across a range of human resource and payroll functions, ensuring timely, accurate service delivery and responsive support to staff on diverse HR matters. A key focus of the role is the efficient administration of HR and payroll processes, in line with compliance standards and College policies.

Reporting to the College Services Manager, key responsibilities include (but are not limited to):

- Supporting the Business Manager with daily HR functions for non-teaching support staff
- Coordinating HR processes such as:
 - Timesheet management
 - Recruitment and induction of support staff
 - Leave processing and monitoring
 - Employee contracts and engagements
 - Professional development applications and registrations
 - Payroll verifications and salary reconciliations
- Ensuring compliance in HR and payroll processes and monitoring service quality
- Providing WHS administration support, including injury management and return-to-work coordination
- Researching HR best practices to support informed decision-making and continuous improvement

In addition to the opportunity for a flexible work arrangement, this position also provides the following:-

- Access to accrued time to cover some school holiday periods in addition to 5 weeks annual recreation leave entitlement
- Fortnightly locality allowance payable each fortnight
- Remote travel benefit payable (after 12 months) for employee & dependants, includes one return air flight to Cairns for employee and dependents, and one return air flight to Brisbane for employee and dependents each year.

Suitability Assessment Criteria

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Demonstrated Experience in HR Operations and Compliance - Evidence of experience in coordinating and administering core HR or Payroll processes
2. High-Level Administrative and Organisational Skills - Proven ability to manage multiple administrative tasks simultaneously, with a strong attention to detail and the ability to meet strict deadlines
3. Strong Communication and Interpersonal Abilities - Well-developed verbal and written communication skills, with the ability to liaise effectively with a range of internal and external stakeholders, provide exceptional customer service, and contribute positively to a team-oriented environment.
4. Capacity for Initiative and Independent Work - Demonstrated ability to work proactively and independently, showing initiative in problem-solving and decision-making, and contributing to continuous improvement

Interested?

Applicants are required to submit a current CV, contact details for two referees (one of whom should be your current supervisor) and a **maximum** two page written response outlining your suitability for the role referring to the above Suitability Assessment Criteria.

Enquiries/applications should be directed to:

Michele Elms, College Services Manager, melms2@eq.edu.au and be received by 9am Monday 22 September 2025

When working in regulated employment and employee must have a current Working with Children Clearance (blue card) issued by Blue Card Services. The successful applicant must also pass a Criminal History Check.