



Town of Claremont Information Pack

Position	Administration Officer - HR
Closing Date	Friday 12 July 2019
Salary	\$65,554 - \$69,222 per annum, pro rata + up to 12.5% super 2 days per week, 12 hours Temporary 3 year contract
Queries	Jillian Sargeant – HR Advisor

The Town of Claremont is seeking a highly competent, detail oriented but flexible individual to provide administrative support to our small, busy HR and Legal team. Reporting to the Manager Legal and HR and working closely with the HR Advisor, this role will provide confidential administrative support to the team covering the full range of HR generalist responsibilities, as well as gain exposure to some legal processes.

About the role

Key responsibilities include (among others):

- Providing administration support for the end to end recruitment process, from receiving and registering job applications to providing quality candidate care through to induction, probation and performance reviews.
- Processing training requests in accordance with established procedures.
- Maintain the Town's personnel file system in accordance with the Town's record keeping systems and HR requirements.
- Prepare and issue employment contracts and related documents as directed and in accordance with approved processes.
- Audit employee records and follow up with staff as required.
- Take and prepare minutes at relevant meetings as required.
- Assist the Manager Legal and HR with preparation, registration and delivery of court documents, as required.

About You

You will be genuinely looking for part-time work and have the ability and knowledge to provide quality HR support to a small busy team. Your experience using the MS Suite of products is essential as is your ability to pick up the use of software quickly and easily. Your core values will mirror the Town's, you will have high attention to detail, high levels of customer service and have the ability to work under pressure.

Applications close Friday 12 July 2019

Completing your application

In order to be considered for the vacant position you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

What your application must include

Cover letter

A covering letter should demonstrate your suitability for the position. Although you are not required to address the selection criteria, you must meet the criteria to be considered for the position. It also gives you the opportunity to introduce yourself to the selection panel and explain why you are applying for the position

Curriculum Vitae / Resume

Your Curriculum Vitae (CV) / Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your CV / Resume.

Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application.

Applications must reach the Town of Claremont no later than 5.00pm on the closing date.

The Town of Claremont prefers to receive applications via email at employment@claremont.wa.gov.au.

Alternatively, applications may be mailed to:

Attention:

CONFIDENTIAL

Chief Executive Officer

Town of Claremont

PO Box 54, Claremont WA 6910

Please do not submit applications in plastic folders or include original documents.

All documentation should be stapled together in the top left hand side of the application.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

Thank you for your interest in working with the Town of Claremont.

Benefits of working at the Town of Claremont

Remuneration & Conditions

- competitive salaries;
- generous superannuation contribution scheme;
- flexible work options;
- employee recognition program;
- attractive working location in the Claremont town centre;
- modern, accessible workspaces;
- accessible public transport and free car parking.



Health & Wellbeing Initiatives

- free use of our Corporate Gym and Aquatic Centre;
- confidential employee assistance program;
- discounted private health membership;
- flu vaccinations;
- skin cancer checks;
- health and wellbeing seminars;
- active social club.



Training & Development

- Internal training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options: ranging from paid leave to reimbursement of course fees (Conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.

