



**SOUTH BURNETT
REGIONAL COUNCIL**

Employment Opportunities

PEOPLE AND CULTURE OFFICER (KINGAROOY)

Permanent Full Time

\$66K - \$75K per annum + Allowances + Super

Council is seeking an officer to coordinate the identification, development, provision and delivery of learning and development activities for Council staff, as well as provide support for human resources related activities/duties as required. The role will collate and coordinate the training requests, and identification of internal training and oversee the provision of training requirements including but not limited to sourcing quotations, trainer identification, room hire, equipment, staff attendance, sustenance, travel and accommodation. The successful applicant will have demonstrated experience in a People and Culture role, particularly within Learning and Development, ideally gained through a Local Government environment with the well developed communication and interpersonal skills with the ability to effectively communicate with staff at all levels.

MANDATORY:

- Minimum requirement of a current C Class driver's licence
- Certificate IV in Training and Assessment (Desirable)
- Certificate IV in Human Resources or relevant field (Desirable)

BENEFITS INCLUDE:

- Work/Life balance (9 Day Fortnight Roster)
- Up to 12% employer superannuation contribution
- Access to Salary Packaging Benefits, Corporate Memberships and Health and Wellbeing programs

Your application must include:

- A cover letter including statements addressing the key selection criteria (these and tips to complete are available on our website)
- Current resume
- Copies of your tickets, licenses and qualifications that are listed on the position description.

To find out more about this position and how to apply go to

www.southburnett.qld.gov.au

Information can also be obtained by visiting a Customer Service Centre or by contacting People & Culture on 07 4189 9100

APPLICATIONS CLOSE 4:00PM FRIDAY, 21 FEBRUARY 2025