



Senior Human Resources Officer

Wujal Wujal Aboriginal Shire Council



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HISTORY

Wujal Wujal is an Aboriginal Shire Council, originally known as Bloomfield, later known as Bloomfield River Mission. It was founded in 1996 by Lutheran Missionaries; however, due to difficulties of isolation, the area was abandoned. It was reopened in 1957 and administered by the Hopevale Mission Board, a branch of the Lutheran Church of Australia. In 1979, it became known as Wujal Wujal, and in the following year the Aboriginal Council was formed. It became a DOGIT Community Council following the passing of the Queensland Community Services (Aborigines) Act 1984. Then in 2004 following the abolition of the Community Services (Aborigines) Act 1984, it became known as the Wujal Wujal Aboriginal Shire Council.

TODAY

The Community is administered by the Wujal Wujal Aboriginal Shire Council (Mayor and 4 Councillors) and is bounded to the north by the Cook Shire and to the south by Douglas Shire. The Council is responsible for essential services, infrastructure and housing and has a strong commitment to ensuring that all other services such as health, education, law and order, land management, employment and training are available and accessible to all members of the community.

Council has recently adopted a Corporate Plan which sets out its priorities for the next 5 years. Operating budget is \$9.5M.

Tropical Cyclone Jasper caused extreme rainfall in December 2023, resulting in severe flooding across the region. Many homes were completely inundated, forcing residents to evacuate. With the help of the army, Red Cross, and numerous other supporting organisations, Wujal Wujal is rebuilding and looking forward to reuniting its strong community.

MISSION STATEMENT

To serve the community through a coordinated, sustainable and equitable delivery of services with focus on local priorities and contribute to the improvement of the quality of life.



WUJAL WUJAL ABORIGINAL COUNCIL VALUES

Accountability

Council will stand by the decisions it makes and accept responsibility for the actions it takes. Council will implement open and robust reporting.

Integrity and Continuous Improvement

Council will conduct its business with transparency and honesty. Council will be objective in its decision making and consider all relevant information and continually seeks to improve the way in which it delivers its service to the community.

Teamwork and Collaboration

We will work effectively and efficiently together, sharing information and seeking the guidance and support of our stakeholders as appropriate. Council will consult with our community, community organisations, neighbouring Councils, and State and Federal Government stakeholders to resolve issues faced by Council and community.

Customer Focus

Serving the community Council represents is the driving force behind everything Council does, and we value our customers perspective.

Cultural Respect

We will deliver our service with due consideration for culture and tradition of the clans we serve.

We understand that in our community these cultures and traditions dictate the way our community interacts with each other, with other communities and stakeholders.



Wujal Wujal Overview



Wujal Wujal is located in the beautiful Bloomfield Valley inside the World Heritage Area some 170km to the North of Cairns and 70km South of Cooktown. Wujal Wujal covers an area of 64 Hectares and the Shire has a tropical climate with both dry and wet seasons. The wet season extends from November to May with peaks from February and March. The dry season is from June to October. Average temperature is 30°C with an average minimum of 23°C.

The Shire lies on the banks of the Bloomfield River with high mountain terrain surrounding it. Population of the Wujal Wujal Community is approximately 400 people. The main clan group languages are Kuku Yalanji, Kuku Nyungul and Jalunji. English is widely spoken by everyone, and the older people still speak Kuku Yalanji in the community.

Wujal Wujal is often accessible by road via the coastal road across near the Daintree River, dependent on road conditions. The community is also accessible by inland road and can also be accessed by sea.

The present community of Wujal Wujal has existed on the site for many hundreds of years and is set around the highly sacred waterfalls of Wujal Wujal meaning 'many falls' in the local language.

The Shire's tropical beaches, rainforest and reef have peaceful and relaxing surroundings where you can chill out and get away from it all. The areas are also superb for bird watching, fishing, scenic views and traditional arts and culture.

Wujal Wujal Overview (Cont)



NATIVE WILDLIFE AND PLANTS

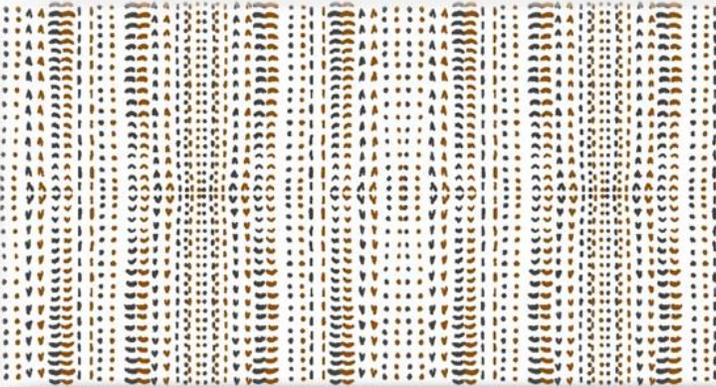
The area's rich, green rainforests are home to some of Australia's most exotic plant life – including intricate orchids and strangler figs. The fertile canopies attract rare birds such as the southern cassowary and red-cheeked parrots. You might also be lucky enough to spot the elusive Bennett's tree kangaroo.

Less rare are the crocodiles that inhabit the many rivers and waterholes in the rainforest area. And of course, the reef is home to dolphins, colourful fish and varieties of sea turtle.

INDIGENOUS LAND AND SEA MANAGEMENT PROGRAM

Wujal Wujal unique environments and flora and fauna are studied and protected by the Jabalbina indigenous ranger program. Eastern Kuku Yalanji elders and traditional owners help to guide the program. Around 10 full-time rangers work at three bases throughout the native title area.

Find out more about their Jabalbina rangers here www.jabalbina.com.au/projects/our-rangers



The area is rich with Aboriginal culture and heritage. The local indigenous heritage trails and arts and culture make Wujal Wujal a tourist destination for traveller's who want to experience authentic indigenous Aboriginal and Torres Strait Islander traditions. They are also close to Australia's early European history: nearby Weary Bay is where Captain Cook's Endeavour struck the Great Barrier Reef in June 1770.

You can visit the [Bana Yiriji Arts and Cultural Centre](#) to see the latest exhibitions and meet local indigenous artists. The community [Indigenous Knowledge Centre](#), Binal Mangka Bayan or 'house of knowing things' is a hub for local history and information about our area.

Making Wujal Wujal Home



The entire township is alcohol-free under the Alcohol Management Plan. Visitors are warned not to bring any alcohol into the Community.

EDUCATION

The nearest primary school is in neighbouring Bloomfield, about 5 kilometers away. There is no secondary school serving the area, so boarding school or distance education must be used.

MEDICAL

Medical services are provided by the Primary Health Care Centre which with Remote Area Nurses living on site and two or three visits per week from doctors based at the Cooktown Hospital. The community also has a helicopter landing pad just beside the hospital for emergency medical attention.

SPORT AND RECREATION

Supported by the Department of Sport and Recreation the Indigenous Community Sport and Recreation Program aims to achieve:

- Increased participation (playing and volunteering) of Aboriginal and/or Torres Strait Islander people in sport and active recreation activities in each community.
- A quality, sustainable sport and recreation program is delivered in each community (with opportunities for youth and whole- of-community).
- Increased capacity of communities to plan, deliver and manage quality sport and recreation programs appropriate to local needs.



Council Information



[Wujal Wujal Corporate Plan 2022-2027](#)

[Operational Plan 2023-2024](#)

[Budget 2023-2024](#)

[Annual Report 2022-2023](#)

For further information please visit
www.wujalwujalcouncil.qld.gov.au



Senior Human Resources Officer



Location:	Hartwig Street, Wujal Wujal
Reports to:	Kiley Hanslow – Chief Executive Officer
Employment Status:	12-month contract, with potential of extension

POSITION SUMMARY AND KEY OBJECTIVES

The Senior Human Resources (HR) Officer position at Wujal Wujal Aboriginal Shire Council is a newly established role with the objective to provide strategic leadership and operational oversight of the human resources function within the organisation. This is a crucial role that supports the Council's mission and objectives by developing and implementing effective HR strategies, policies, and practices that promote a positive work culture and contributes to the overall performance of Council

Organisational Relationships – Internal Chief Executive Officer (CEO) Management Team
Executive Leadership Team (ELT)
All of Council wide staff

Organisational Relationships – External
Community groups and Traditional Owners Government officers, business associates and suppliers
Clients, families of clients and customers

The role contributes to the overall performance of Council.
There is a total staff of 45.7 EFT in the Council.



Responsibilities



CORPORATE

- Develop Council's HR, financial, and procurement delegations, dependent on positions.
- Create a comprehensive HR record of position numbers, titles, delegations, position levels, salary award, salary levels (Division, section, etc.), salary amounts, current incumbents, and security items.
- Review Council's existing HR policies and procedures and implement policies and procedures where required, and present these to staff to ensure understanding and acceptance.
- Facilitate staff performance management, disciplinary procedures and terminations as required.
- Facilitate recruitment, including advertising, shortlisting, interviewing, selections, employment documentation (including contracts), and onboarding staff.
- Facilitate staff inductions in collaboration with the Managers, including access and training Management Officer, ensuring access and training of new staff.
- Establish a Council Casual Pool of Operations Staff for the Works and Building Services Department.
- Provide training, mentoring and support to upskill a HR Trainee.

ORGANISATIONAL CULTURE

- Develop and implement annual performance reviews for all staff in collaboration with their managers.
- Provide support and guidance to Council staff, management, Executive Leadership Team (ELT), and the CEO.
- Facilitate staff training and development opportunities and maintain accurate records of training undertaken.

GOVERNANCE

- Manage staff performance management, disciplinary procedures, and terminations as required (with advice from Peak HR Assist).
- Ensure compliance with local government employment laws, regulations, and recommended best practices.

OTHER

- Perform any other duties as required.



Abilities, Skills and Knowledge



ABILITIES

- Experience in working successfully in a cross-cultural, multi-disciplinary teams.
- Proven experience in senior-level HR administration, including recruitment, performance management and policy development.
- Excellent verbal and written communication skills to effectively convey complex HR concepts and policies to diverse stakeholders.
- Strong interpersonal skills to establish and maintain positive working relationships with staff, management, and external stakeholders.
- Capacity to adapt to changing priorities, and effectively manage multiple tasks in a fast-paced environment.
- Demonstrated ability to handle sensitive and confidential information with the utmost discretion.

SKILLS

- In-depth knowledge of HR principles, practices, and strategies, including recruitment, performance management, employee relations, and compliance.
- Proficiency in analysing HR data and metrics to derive insights and provide informed advice.
- Ability to plan, execute, and monitor HR projects and initiatives, ensuring timely delivery and achievement of desired outcomes.
- Well-developed negotiation, mediation and conflict resolution skills to address employee grievances and facilitate positive outcomes.
- Proficiency in using HR information systems, databases, and software applications for data management, reporting, and employee record keeping.
- Strong attention to detail, good organisation and records management skills.

KNOWLEDGE

- Thorough understanding of relevant employment laws, regulations, and compliance requirements, particularly in the local government context.
- Comprehensive knowledge of HR policies and procedures, including their development, implementation, and maintenance.
- Familiarity with organisational development principles and strategies to support the Council's growth and success.
- Understanding of compensation and benefits practices, including salary structures, allowances, and relevant industrial awards or agreements.
- Knowledge of change management principles and methodologies to support the successful implementation of HR initiatives and projects.

Key Selection Criteria



- Qualifications in HR management, including Bachelor's degree in Human Resources, Business Administration, or a related field, or equivalent experience.
- Significant experience in HR, preferably in a local government or similar public sector organisation.
- Proven track record of successfully facilitating HR functions, including recruitment, performance management, performance reviews, employee relations and policy development.
- Experience with strategic staffing planning, organisational design and workforce development.
- Comprehensive knowledge of HR principles, practices, and strategies, with a strong understanding of employment laws, regulations and compliance requirements.
- Demonstrated skills in HR data analysis, project management, conflict resolution and change management.
- Proficiency in using HR information systems and software applications for data management and reporting.
- Excellent communication skills both verbal and written with the ability to convey complex information clearly and effectively to diverse stakeholders.
- Demonstrated ability to lead change with high levels of motivation, dedication, tenacity, and resilience when faced with challenges.
- Financial literacy and demonstrated skills in contributing to development of the salaries budget.

Qualifications and Education



MANDATORY

- Qualifications relevant to the position: human resources, business administration, or a related field, or equivalent experience.
- A current Police Clearance.
- Hold and maintain an unrestricted driver's licence.

DESIRABLE

- Post Graduate qualifications such as a Masters of Business Administration or Local Government Administration would be highly regarded
- Knowledge in Queensland Industrial Relations and Local Government Industry.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Senior HR Officer is accountable for effectively and efficiently facilitating the HR function within WWASC.
- Extent of authority may vary based on the Council's structure and delegation frameworks.



Additional Information



- The Senior HR Officer position at WWASC presents a compelling opportunity for an experienced professional to join the Council during a pivotal phase. As Senior HR Officer, you will report directly to the CEO and play a critical role in driving the Council forward.
- Council is seeking a highly skilled HR professional who can demonstrate strategic thinking, a strong work ethic and human resource management abilities, and a comprehensive understanding of HR policies and practices. The ideal candidate will have a track record of successfully implementing staffing strategies, facilitating performance and development, and ensuring compliance with employment laws, while providing guidance and support to staff and stakeholders.
- The role will appeal to a someone who enjoys driving positive change, has good communication skills, and thrives in a challenging environment. You will have the opportunity to showcase your expertise in recruitment, policy development, and performance management, while contributing to the overall success of the organisation. The successful candidate will have a good understanding of local government, of employment laws of best practice, and a commitment to supporting and empowering staff.

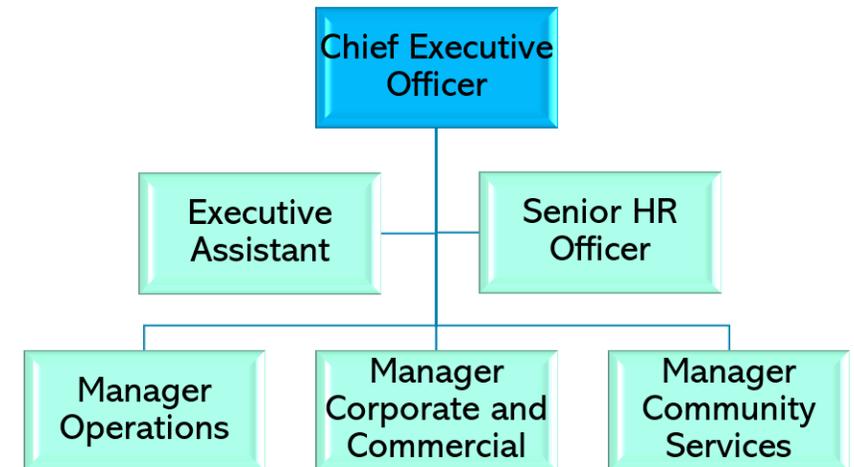


Council Benefits



- The cash component will be between \$100k - \$110K, dependent upon skills and experience.
- The Council will make compulsory superannuation contributions on the employee's behalf. Where the employee contributes 6% of the ordinary earnings, Council will contribute 12%. Salary sacrifice is available for member contributions.
- Council work a 36.25hour week. Council closes at midday on Fridays.
- Subsidised rental of fully furnished Council dwelling in Wujal Wujal. Tenancy agreement for residence will be entered into. Employee to maintain yard and premises under normal tenancy conditions.
- Provision of a laptop and \$60/month allowance for use of your personal mobile phone for work purposes.
- 5 weeks annual leave per annum + 17.5% leave loading of total salary.
- Uniforms and protective clothing will be provided in accordance with Council policy.
- Professional development, as approved by the Chief Executive Officer.

Organisation Chart



Recruitment Process



Application Period:	26 March 2024 – 26 April 2024
Closing date for Applications:	10pm Friday 26 th April 2025
Initial Assessment:	29 April 2024 – 2 nd May 2024
Council Interviews (first)	w/c 6 th May 2024

ASSESSING APPLICATIONS

Peak Services will review all applications and provide an initial recommendation of candidates to Council.

In consultation with Peak Services, Council will determine a shortlist of suitable candidates, and interviews will be arranged with the Council panel. The Council may require the candidate to undergo psychometric testing to assist in understanding the candidate's working preferences and attributes as well as 'fit' for the organisation. There will be a requirement to provide appropriate referees and to undergo a Criminal History Check.

PRIVACY INFORMATION

Peak Services is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information that you provide in your application will only be used by employees of Peak Services. Your information will be provided to authorised Council Officers, including Human Resources, interview panels and hiring managers.





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