

Position Vacant

Job Title: **Recruitment Officer**
Work type: Full time position
Department: Corporate Services
Pay range: \$85,000 per annum + allowances and super dependant on qualifications and experience

About the Organisation

Aurukun Shire Council plays a crucial role in leading the community and addressing the needs of its residents. The Council works closely with various stakeholders, including government agencies, non-governmental organisations, and local businesses, to improve service delivery and create opportunities for the community it serves.

Key focus areas for the Aurukun Shire Council include community safety, governance, economic development, and preservation of cultural identity, environmental management, postal services, aged care and child care provision. Initiatives are developed and implemented in consultation with community members, ensuring their active participation and ownership. The Council strives to empower community members, promote self-determination, and build a sustainable and prosperous future for Aurukun.

About the Role

This role is residential and based in Aurukun.

The Human Resources team is expanding and you will be in an integral position, guiding the resourcing and retention of local talent with primary responsibility for all associated processes from application to inductions and performance reviews.

Key Accountabilities

- Support implementation of human resources management activities with particular emphasis on local recruitment and retention including:
- Work closely with hiring managers to understand their staffing needs
- Developing and implementing recruitment strategies with a focus on attracting local talent
- Posting job openings on job boards, social media, and other platforms to attract a diverse pool of candidates.
- Conduct initial screenings, coordinate interviews, and assess candidates' qualifications and fit for the organisation.
- Ensure a positive candidate experience throughout the recruitment process by providing timely updates and feedback.
- Drafting recruitment recommendations
- Organise pre-employment police clearance checks

- Assist employees with Blue Card and Yellow Card applications and tracking outcomes and renewal dates.
- Drafting Letter of Offer and employment contracts
- Primary support for the onboarding process for new hires, ensuring a smooth transition into the company.
- Maintain accurate and up-to-date records of all recruitment activities and candidate information
- Ensure all recruitment practices comply with relevant laws and regulations.
- Organising probation and annual performance reviews
- Handling local employment termination process including return of work items, exit interviews etc.
- Provide information to managers, employees and relevant external providers regarding human resources matters and the application of Council HR policies and procedures.
- In conjunction with Stores, track, order and maintain a sufficient stock for Aurukun based employee uniforms.
- Promote and organise the Deadly Award process and Deadly's presentation event.
- Provide monthly recruitment reports for review by the Executive Leadership team.

Qualifications, Skills and Attributes

1. Qualifications in Human Resources Management, Business Management or equivalent relevant experience.
2. Experience in recruitment or a human resources generalist role including recruitment, onboarding, performance reviews, training and HR administration.
3. An understanding of employment related legislation.
4. Excellent communication skills with an ability to build rapport and work collaboratively with internal and external stakeholders.
5. Excellent written, oral communication, analytical, conceptual and negotiation skills together with an ability to prepare and present reports.
6. Advanced ability with the Microsoft Office Suite, particularly Word and Outlook.
7. An ability to manage competing priorities to meet deadlines and complete work tasks in a timely manner.
8. A strong drive to deliver organisational outcomes.
9. Experience in successfully communicating and interacting with Australian First Nations people, their culture and customs.
10. Experience of living and working in a remote community desirable

Benefits

Joining ASC means becoming part of an organisation with strong cultural values with a focus on providing exceptional services to, and for, the community.

You will be offered;

- A salary of \$85,000 per annum plus superannuation and allowances. Some overtime at penalty rates may be available
- Access to our Employee Assistance Program (EAP)

For applicants recruited from outside of the Shire:

- Subsidised accommodation provided
- 5 weeks annual leave, 8 Days Isolation Leave per year
- 2 return flights per year to Cairns from Aurukun in accordance with Council policy
- Relocation expenses in accordance with Council policy

How to apply

To apply, email a copy of your current resume and cover letter of no more than 1 page in length to hrmanager@aurukun.qld.gov.au

Applications close 4pm Friday 13 February 2026.

Shortlisting for this position will begin immediately and Council reserves the right fill the role prior to the nominated closing date. Only shortlisted applicants will be contacted. Appointment to this position is subject to a satisfactory National Police Check and pre-employment medical assessment.

For further information or a copy of the position description contact the HR Manager on **0418 387 516** or email hrmanager@aurukun.qld.gov.au