Growing Respect, Community & Leaders!

Position Vacant

Job Title: **Relief Training Coordinator**
Work type: 1 year contract (Parental leave)
Department: Human Resources
Pay range: $80,000 - $90,000 per annum including allowances 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.

Reporting to the People, Culture and Safety Manager, this position will mentor and support our trainees and apprentices to facilitate their successful progression through the coursework and practical skills development of their courses. It will also facilitate and monitor professional development opportunities for all staff, providing clear pathways for growth and a more highly skilled workforce.

Key Accountabilities

- Monitoring and evaluating the progress of apprentices and employees.
- Providing mentorship and guidance to apprentices and trainees.
- Primary contact for trainee and apprenticeship onboarding, maintain relationships with Registered Training Organisations through to completion of courses
- Providing regular feedback on progress to the employees, HR team, and department heads.
- Scheduled reporting on Trainee and Apprenticeship funding status to fulfill the grant provider requirements
- Intervening where an Apprentice or Trainee is identified as being at risk of dropping out of employment with the use of Council and community resources.

- Collaborating with HR and department heads to identify training needs.
- Maintain Councils Professional Development training register and organising compliance training in advance of due dates.
- Assisting in the design and implementation of comprehensive professional development programs.
- Facilitating training sessions, workshops, and seminars.
- Developing training materials and resources
- Other duties as required by Human Resources Manager.

Qualifications, Skills and Attributes

1. Certificate IV in Training and Assessment and/or at least 2 years of experience in professional development, training, or a related role.
2. Strong interpersonal and communication skills.
3. Experience in designing and delivering training programs.
4. Well-developed coaching skills with a passion for mentoring and developing talent in others.
5. Excellent organizational and project management skills.
6. The ability to work collaboratively with various departments and stakeholders.
7. An understanding of employment related legislation.
8. Desirable: A bachelor's degree in education, human resources, business administration, or a related field.
9. A desire to interact positively and experience in successfully communicating and interacting with Australian First Nations people, their culture and customs.

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 $80,000.00 to $90,000.00 per annum plus superannuation - some overtime at penalty rates may be available
- Subsidised accommodation provided
- 5 weeks annual leave, 8 Days Isolation Leave per year
- Return flight per year to Cairns from Aurukun in accordance with Council Isolation Leave policy
- Relocation expenses in accordance with Council policy
- Access to our Employee Assistance Program (EAP)

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 Tuesday 24 November 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