

KARRATHA is CALLING

Workforce & Capability Support Officer

Base Salary from \$106,842 to \$114,825 per annum plus 13% super

The City of Karratha is seeking a proactive and organised Workforce and Capability Support Officer to join our People & Culture team. This role plays a key part in supporting workforce development, training compliance, employee recognition programs and workforce reporting.

Working closely with the Workforce and Capability Coordinator, you'll help deliver high-quality administrative support that contributes to the growth, development and engagement of our workforce.

What You'll Be Doing:

- Coordinate corporate training activities, including bookings, enrolments, attendance tracking and record maintenance.
- Monitor licences, certifications and mandatory training requirements, providing proactive reminders to managers.
- Support workforce development programs, leadership initiatives and organisational capability activities.
- Coordinate employee rewards and recognition programs and assist with end-of-year event planning.
- Maintain workforce data, prepare reports and contribute to HRIS and continuous improvement initiatives.

What We're Looking For::

- Experience providing administrative support in a busy, multi-disciplinary environment.
- Strong organisational skills with the ability to manage competing priorities and work autonomously.
- Excellent communication skills, attention to detail and commitment to confidentiality.
- Proficiency across Microsoft Office applications, particularly Word, Excel and Outlook.
- An interest in Human Resources, workforce development or organisational capability, with HR or IR qualifications viewed favourably.

Why Join Us?

- 6 weeks annual leave and 13% superannuation
- Allowances of up to \$26,188 per annum
- Free Karratha Leisureplex or Wickham Recreation Precinct membership, and a salary sacrificing option (up to \$500 per annum) for specific programs and/or family membership
- Up to \$3,000 per year for approved study assistance
- Employee Assistance Program (EAP) for confidential wellbeing support
- Opportunities for professional development and to make a meaningful impact in the community

Come for a career and stay for a lifestyle!