

Careers



Administration Officer – People & Culture

Job No: JR316

Employment Status: Full time - Term

Location: Armidale

Closing Date: 11:30pm, Sunday 30 August 2026

Good people doing important work. We just need one more.

Let's start with the important stuff. This role includes:

- **Salary from \$73,873 per annum** (plus super) based on a 35-hour week.
- Flexible working provisions and a 9-day fortnight
- Generous leave entitlements.
- Gym discounts

We're looking for a switched-on Administration Officer to join our People & Culture team on a six-month temporary basis.

This role has been created to provide critical administrative support during a period of leadership transition within the team. You'll be working alongside a small, high-performing group of HR professionals who take their work seriously and you'll need to keep pace.

This isn't a role where you sit quietly and process paperwork. You'll be across recruitment coordination, correspondence, data entry, record keeping, meeting support, and general team administration. The work is varied, it moves quickly, and accuracy matters every single time.

What We're Looking For

- Exceptional attention to detail - this is non-negotiable
- Strong written and verbal communication skills
- Proven ability to manage competing priorities and meet deadlines
- A high level of proficiency with Microsoft Office and confidence navigating digital systems
- Discretion and professionalism when handling sensitive and confidential information
- A proactive, solutions-focused approach to work

Previous experience in human resources is not essential. What matters is that you're organised, reliable, and take genuine pride in the quality of your work.

At Council, we're committed to fostering a positive and inclusive workplace culture built on wellbeing, inclusion, commitment and transparency. These values guide how we work together and how we serve our community.

We're looking for people who not only reflect these values but also inspire and support others to do the same.

Careers



If you're ready to make a meaningful contribution in a role that creates real impact, we encourage you to apply.

Are you driven to improve community outcomes and liveability, while collaborating with a team of passionate professionals? Discover how you can contribute with the People & Culture team below.

In your application, tell us about...

- Why do you want to work at Armidale Regional Council?
- What makes you the best person for the role?
- Your qualifications and experience relevant to the role.

Please include a covering letter and a CV. We also want you to upload a video of yourself (no longer than 3 minutes*) answering the following:

- Briefly introduce yourself,
- Tell us about something you have done that you are really proud of, and
- Tell us about a time you caught something that everyone else missed and why it mattered.

*Please note only .mov, .mp4, .wmv, and .avi. files are accepted with a size limit of 50mb.

Please note:

- *Only the five (3 written, 2 video) questions need to be addressed in your application, however your resume and cover letter will be assessed against the full list of Essential Criteria located within the Position Description attached to this advertisement.*
- *You will also be required to attach PDF copies of your qualifications, tickets &/or accreditations to your application.*

Are you ready to be part of reviving the region and join the People & Culture team?

- If you would like further information on the role, please contact Erin Smidt, Acting Executive Manager People & Culture on 0427 293 082 for a confidential discussion.
- Armidale Regional Council is an inclusive employer that does not discriminate based on race, religion, national origin, gender identity or expression, sexual orientation, age, or marital, veteran, or disability status.
- Council recognises the unique skills and attributes demonstrated by service personnel in their service to our country and applications from ex-service personnel are welcome. All applicants who are veterans will be provided with specific feedback on their application if they are unsuccessful. The Local Government Rank to Grade Guide was developed to help both hiring managers and veterans understand how ADF skills and experience align with public sector jobs. You can use this guide as a tool to help you identify where your skills and qualifications align you to. For further information, and to access this guide, please click [Here](#).