



Coordinator People, Culture & Workforce Strategy

Full Time Fixed Term

Are you looking for a rewarding career where you can grow and develop while having the benefit of living in an idyllic North Coast location? Here at Clarence Valley Council, we strive to be a progressive employer that offers a rewarding and flexible work environment. Our vision is to create a community full of opportunity and our workforce is where we start to achieve our community aspirations.

Located in the Northern Rivers of NSW, we cover 10,441 square kilometres with the three major community hubs of Grafton, Yamba and Maclean. We are one of the biggest employers in the Valley and can offer you a rewarding career and a new lifestyle. Our goal is to be the employer of choice in the Valley, creating opportunities for those who live here already and for those who want to move here.

We are in an exciting period of transformation with a focus on employee engagement, satisfaction and delivering exceptional services and facilities for the community. We strive to lead with openness and courage and want you to be part of that journey.

So come and join the team while enjoying all that Clarence Valley has to offer you and your family.

Learn more about living in the Clarence Valley [here](#).

What you need to know...

- fixed term full time - 70 hours per fortnight
- 10 month temporary opportunity
- the package: \$108,853 plus superannuation per annum
- location: Grafton, NSW
- flexible work options for a healthy work/life balance
- enjoy the benefits of flex time

About the role

Clarence Valley Council is seeking an experienced Coordinator People, Culture and Workforce Strategy to join our Organisational Development team for a temporary period of 10 months.

This is an opportunity to undertake meaningful work across a diverse organisation, support our people and leaders, and contribute to People & Culture initiatives that shape our workplace and future workforce.

For the right applicant, there may also be an opportunity for someone with strong Senior People & Culture experience to join the team in a temporary capacity.

Depending on the level of appointment, you may:

- provide practical People & Culture advice and support to managers and leaders
- manage or support complex employee and industrial relations matters
- support workplace investigations, performance processes and organisational change
- contribute to workforce planning and implementation of Council's Workforce Management Strategy
- develop and improve People & Culture policies, procedures and frameworks
- use workforce information and insights to support planning and decision-making
- coach leaders and contribute to a positive employee experience and workplace culture.

We are looking for a capable and motivated People & Culture professional who brings sound judgement, strong relationship skills and a commitment to making a meaningful difference to our people and organisation.

Apply now to join the team helping shape the future of the Clarence Valley

To be considered for this position you will need to:

- Address the **essential requirements** of the role as per position description
- Attach **certificates and licences** as listed in the essential requirements as a supporting document
- Attach a **cover letter** (2 pages maximum) and an up-to-date **resume** (5 pages maximum) that clearly details your skills & experience as relevant to this position. You will need to demonstrate how you meet the focus capabilities and how your skills will enable you to achieve the key accountabilities.

Contact

Alex Moar, Director Corporate & Community on 02 6643 0200.

Closing date

Tuesday 6 October 2026 at 11.30 pm (NSW time).

Other important information

This position is located at Council's Grafton office, however, this may change should business needs identify other work locations to be more appropriate to deliver our services in the future.

A probation period applies to this position.

How to apply

All applications must be lodged online via Council's website www.clarence.nsw.gov.au.

For further information about the selection process including tips on how to address the selection criteria please refer to the Careers page on the Clarence Valley Council website.

Do you want further information on how to apply under the Capability Framework? Please read our [How to apply for a job guide](#).

Council is an EEO employer and First Nations people are encouraged to apply.

Council also recognises the skills and attributes of veterans and welcomes applications from ex-service personnel.