

Join the team!

CANDIDATE INFORMATION KIT

HUMAN RESOURCES ADVISOR

Full time. 2 Years Maximum Term.

Job Reference: CSC200



Applications close Sunday 6 September 2026
Don't miss your chance to apply!

Cook Shire Council reserves the right to close applications prior to the advertised closing date if a suitable candidate is identified.



*Are you a passionate HR generalist
looking for your next challenge?
If so, we'd love to hear from you!*

The Human Resources Advisor plays a key role in delivering practical, whole-of-Council HR advice and support across Cook Shire Council. Working within the People, Performance and Safety team, the position provides generalist HR guidance across recruitment and selection, performance management, learning and development, and day-to-day employee relations, while supporting Managers and Supervisors to build their confidence and capability in managing their people.

This is an ideal opportunity for an experienced HR professional who enjoys variety, thrives on solving practical people problems and wants to make a genuine difference in a close-knit regional community. You'll interpret and apply Awards, Certified Agreements and employment legislation to resolve everyday enquiries, support fair and consistent people management practices, and contribute to a positive, collaborative workplace culture — all while enjoying the lifestyle that comes with living and working in beautiful Far North Queensland.

Cook Shire Council is a progressive and forward-thinking organisation with a rich blend of culture and community connections and collaboration. Our Council brings tremendous positive opportunities and provides for a bright, healthy and sustainable future for our Shire, its residents and communities.

We have compiled this Candidate Information Kit to provide an overview of Cook Shire Council and the advertised position, to assist you in preparing your application.

The kit contains the following information:

- Application Guide
- Position Details
- Information about Cook Shire

APPLICATION GUIDE

The information contained in this guide is designed to assist you in preparing an application for this vacant position within Cook Shire Council.

Your application determines whether you will be shortlisted for an interview. It is your opportunity to show the selection panel that you have the knowledge, skills, experience and ability to do the job.

Join the team!



HOW TO APPLY

Prepare a letter and up to date resume. Tell us why you would like to be considered for this role and send it to us!

Please provide an answer to these questions in your application to us:

- ✓ Why does this particular role interest you?
- ✓ What is your previous experience in a similar environment?
- ✓ What skills do you have that would make you a suitable candidate?
- ✓ Include two employment-related referees.

Send your application:

In person: Administration building, 10 Furneaux Street, Cooktown Qld 4895

Email: work@cook.qld.gov.au

Online: www.cook.qld.gov.au/work

PRE EMPLOYMENT MEDICAL EXAMINATION

If you are successful, a pre-employment medical examination will be required. Drug screening will be part of the medical examination. Positive result of any prohibited drugs may result in withdrawal of offer of employment.

SUMMARY & CONDITIONS OF EMPLOYMENT

JOB REFERENCE: CSC200	
Position:	Human Resources Advisor
Location:	Council's Main Administration Office - 10 Furneaux Street, Cooktown
Tenure:	Full time. 2 Years Maximum Term.
Remuneration:	Queensland Local Government Industry (Stream A: Division 2, Section 1) Award – State 2017 – Level 5 to 6 Between \$95,367 and \$106,128 per annum
Leave Entitlements:	5 weeks annual leave 15 days personal leave
Superannuation:	12% Superannuation contributions

Join the team!



POSITION DESCRIPTION

Position Title:	Human Resources Advisor (Maximum term – 2 years)
Directorate:	People, Performance and Safety
Location:	Council's Main Administration Office – 10 Furneaux Street, Cooktown
Award/Classification:	Queensland Local Government Industry (Stream A – Division 2, Section 1) Award – State 2017 – Level 5 to 6

CLASSIFICATION LEVEL GUIDE

This position is banded across Level 5 and Level 6 of the Queensland Local Government Industry (Stream A) Award. Consistent with the Award's classification descriptors (Division 2: Section 1, Schedule 1), the two levels are distinguished as follows:

- **Level 5:** Works under general direction from more senior employees; exercises initiative and judgement on moderately complex HR matters where practice and procedure are not clearly defined; provides expert advice to more junior or lower-classified employees.
- **Level 6:** Works under limited direction; contributes to the development of operational HR policies and procedures; holds responsibility for decision-making within their own casework and work area; provides expert or consultancy-level advice; negotiates matters of some significance with Managers; exercises a degree of autonomy within defined budgetary and delegated constraints.

Appointment level and progression between Level 5 and Level 6 will be determined by the incumbent's demonstrated experience, autonomy and the complexity of casework and advice provided, assessed against the above descriptors.

1 POSITION OBJECTIVES

The Human Resources Advisor is responsible for:

- Providing generalist, whole-of-Council human resources advice, coordination and support across all Council directorates.
- Supporting Managers and Supervisors to build their capability and confidence in managing employee matters, including providing practical advice, guidance and coaching to support effective people management.
- Promoting consistent, fair and legally compliant people management practices across Council.
- Contributing to the day-to-day operational HR service delivery of the People, Performance and Safety team, helping to maintain consistent, timely and compliant HR support across the organisation.

2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities will include but are not limited to:

Human Resources

- Support and coach Managers and Supervisors to appropriately manage employee matters within their areas of responsibility, promoting consistent application of Council policies and procedures and building leadership capability and accountability for effective people management.
- Provide timely responses to internal HR enquiries within HR service delivery timeframes.

Join the team!



- Interpret and apply provisions of Council's Certified Agreements, applicable industrial Awards and relevant employment legislation, including the *Industrial Relations Act 2016* (Qld), *Anti-Discrimination Act 1991* (Qld) and *Human Rights Act 2019* (Qld), to resolve day-to-day enquiries.
- Undertake or support workplace misconduct and disciplinary investigations, including preparation of show cause letters, briefing notes and investigation reports, escalating matters of significant risk as required.
- Administer Council's Working with Children Blue Card compliance obligations under the *Working with Children (Risk Management and Screening) Act 2000* (Qld), including maintaining the organisation portal, verifying employees in regulated positions hold current cards, and monitoring card expiry dates.
- Contribute to the review and development of HR strategies, programs, policies and procedures.
- Assist with the delivery of HR programs as per the HR calendar of events and as directed.
- Assist with the delivery of Council's Employee Recognition of Service program.
- Actively promote Council's employee assistance program.
- Provide HR reporting as required.
- Prepare HR correspondence for current employees.
- Undertake moderately complex HR projects and tasks as directed, exercising judgement and initiative where practices and procedures are not clearly defined.

Recruitment and Selection

- Manage end-to-end recruitment activities across Council directorates as allocated, working alongside the People, Performance and Safety Administration Officer to coordinate and share recruitment workload.
- Consult with Managers regarding job briefs and agreed recruitment campaigns.
- Prepare employment contracts and coordinate pre-employment medical assessments.
- Prepare, coordinate and deliver employee induction programs, including relevant training as per role requirements.
- Coordinate probation review processes, including ensuring probation review dates are scheduled and Managers and Supervisors are supported to complete reviews within required timeframes.
- Provide regular updates on recruitment activity and attend scheduled team meetings.
- Adhere to HR service delivery timeframes.

Performance Management

- Provide advice and coaching to Managers and Supervisors on goal setting, performance reviews and managing underperformance, including guidance on documentation and procedural fairness requirements.
- Support Managers and Supervisors to develop and implement individual employee development plans, attendance improvement plans and performance improvement plans.

Learning and Development

- Support Managers and Supervisors to identify employee learning and development needs while reinforcing their responsibility for planning, facilitating and following up on the development of their team members.

Join the team!



- Provide advice and guidance to Managers and Supervisors on appropriate learning and development options.
- Maintain accurate training records and ensure relevant qualifications and training certificates are captured within personnel files and training registers.

Other

- Actively participate in goal setting and performance delivery for the People, Performance and Safety team.
- Actively participate in the delivery of the HR strategy.
- Provide expert advice to other members of the People, Performance and Safety team, as required.
- Provide HR-related support and contribute to the integrated delivery of People, Performance and Safety functions, working collaboratively with the WHS team as required.
- Escalate complex HR and IR issues in a timely manner.
- Ensure all email communication is responded to in a timely manner.
- HR data management and administration to ensure personnel records are compliant in both hard file and Council's electronic document management system.
- Maintain accurate and compliant HR records and data, including personnel records within Council's hard-copy and electronic document management system.
- Perform other duties as required, commensurate with classification level and as reasonably directed.

3 POSITION REQUIREMENTS

3.1 Qualifications, Experience, Skills and Knowledge

- Tertiary qualifications in human resource management or other suitable qualification, together with substantial experience as a generalist human resource professional.
- Sound working knowledge of relevant employment, industrial relations, anti-discrimination and human rights legislation, industrial instruments, processes and procedures relating to the HR function, gained through experience, training or education.
- Sound understanding of the theoretical principles underpinning human resource management, sufficient to apply these principles to non-routine, novel or precedent-setting matters.
- Ability to work independently with a high degree of responsibility, exercising judgement and initiative where practices and direction are not clearly defined.
- Ability to work well under pressure and to deadlines, across a broad and varied HR generalist caseload.
- Exceptional planning and organisational skills and attention to detail.
- Well-developed interpersonal communication and decision-making skills.
- Confidentiality, tact and discretion when dealing with people.
- Demonstrated commitment to excellence and a strong focus on customer service.

3.2 Interpersonal Skills

- Developed verbal and written communication skills with a high level of attention to detail and accuracy.

Join the team!



- Ability to maintain a high level of customer service satisfaction and quality of service to internal and external customers.
- Ability to work both independently with minimal supervision and within a team.
- Demonstrates initiative and a proactive and self-motivated approach.

3.3 Training

- Training will be provided as required.
- The incumbent may be required as part of this position to attend professional development opportunities.

3.4 Workplace Standards

- Compliance with Council's Code of Conduct, Corporate Policies and Procedures and relevant legislation.
- Embody and promote Council's mission and values, contributing to a positive and inclusive workplace culture.
- Promote and maintain a professional image, demonstrating respect, integrity and ethical behaviour in all Council duties and activities.
- Adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
- Contribute toward the overall efficient and effective operations of Council.

3.5 Workplace Health and Safety

- Compliance with Council's Workplace Health and Safety Management Systems and *Work Health and Safety Act 2011* (Qld).
- Compliance with all documented WHS policies, procedures and reasonable instructions issued by Council and its officers.
- Adopt a "safety first / risk adverse" mindset to ensure the well-being of yourself and others.
- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards in the workplace, and/or report hazards and risks in accordance with WHS procedures.
- Report workplace incidents, including, but not limited to injuries, property damage and near misses and, if requested, actively participate in WHS investigations within the workplace.
- Actively participate in training provided by Council in relation to WHS management principles and practices appropriate to your role and responsibilities within the Council.

Join the team!



INFORMATION ABOUT COOK SHIRE

Cook Shire is the largest land area Shire in Queensland covering 106,000km² and encompassing some 80% of the Cape York Peninsula region of Far North Queensland. The Shire also shares boundaries with a number of Aboriginal Shire Councils as well as Mareeba, Douglas and Carpentaria Shires. Our population is around 5,000 shire-wide.

Our natural environments across the Shire are as diverse as they are spectacular, including rainforest, savannah country, agricultural and pastoral land, tropical islands and a number of towns. Cooktown is our largest town and is home to the Council administration office and works depot. Other townships and localities include Marton, Lakeland, Laura, Coen, Ayton, Rossville, Helenvale and Portland Roads.

Cook Shire is a developing local government area with a steady increase in population, particularly in Cooktown. The Endeavour Valley and Lakeland are the centres of horticulture whilst other areas support the cattle industry. Cooktown has a thriving recreational and commercial fishing industry, which includes live coral trout and crayfish, prawns and other fisheries.

One of Australia's most historically significant townships, Cooktown is the location where Captain James Cook spent almost seven weeks repairing his vessel, the HM Bark Endeavour. Some of the most extraordinary discoveries and interactions with local Aboriginal people occurred here in 1770.

Weather

Cook Shire enjoys a mild tropical climate all year round with the annual wet season generally running from January to March. This is when the environment comes to life and a great time to get out and about. April to December brings a drier period with cooler weather and temperatures averaging around 27 degrees Celsius. In summer Cooktown is usually about 5 degrees cooler than Cairns.

Services

Supermarket	Bakery	Airport
Petrol stations	Speciality stores	Coffee shops and cafes
RSL and Bowling Clubs	Pubs and bottle-shops	Medical centre
Schools (public and private)	Restaurants	Events Centre
Pharmacy	Hospital	Newsagent
Public swimming pool	Visitor Information Centre	Golf Club

Getting here

FLY	45 minute flight to Cooktown from Cairns
DRIVE	4.5 hour drive on inland sealed road from Cairns (self-drive or bus)
CRUISE	Sail or cruise from Cairns via private vessel, cruise ship or tour boat

Cooktown is very accessible with many all-weather travel options. For details on companies who run regular services to Cooktown and other great travel information, take a look at our tourism website www.cooktownandcapeyork.com.

Join the team!



Arts and Culture

There is an extensive array of arts in Cooktown to feast your senses on including paintings, carvings, photography, crafts, music, public art and festivals. The Cooktown and Rossville markets showcase many talented local artists, multiple art galleries feature in the main street of Cooktown and one at the Visitor Information Centre at Nature's Powerhouse and annual festivals and events. There are always plenty of opportunities to enjoy the arts, music and dance, and local bands perform regularly at various venues around town.

With the range of Indigenous communities surrounding Cooktown there is no shortage of opportunities to discover one of the world's most ancient cultures. The local Bama people would be pleased to share stories about their culture and take you for a peek at some of the oldest and most significant rock art sites around the world. Tours operate from Wujal Wujal, Laura, Cooktown and Hope Vale and each offer an insight into the traditional Aboriginal way of life, bush tucker, customs, beliefs, and creation stories. There are also arts and cultural centres based in Wujal Wujal, Laura and Hopevale to give you a leisurely insight into the ancient cultures at your own pace.

Information

For further information about our Council and Shire please visit Council's website www.cook.qld.gov.au.

Privacy

Cook Shire Council is committed to helping you protect your privacy. The information provided by you and information retrieved from databases held by Cook Shire and displayed to you online is intended for the sole use of the authenticated user for the purpose of enhancing customer interactions with Cook Shire Council.

By submitting your application to Council, you agree that we may use your personal information for the purpose of processing your application. If you are shortlisted for interview and we perform a reference check, third parties may be contacted to obtain more information about you.

Join the team!

