



POSITION DESCRIPTION

Position Title		Human Resources Administration Assistant	
Location	Darwin	Department	Office of the CEO
Position Level	Level 4	Work Group	Human Resources
Position Type	Permanent / Part-time	Approval Date	30 March 2026
Coverage	WARC Enterprise Agreement 2024	Approved By	CEO

Position Objective

To provide strong and efficient administrative support to the Human Resources team and develop payroll processing skills to enable reliable backfill when needed.

Key Responsibilities & Duties

1. Provide administrative support to various routine tasks such as probationary reminders, qualification and driver licence updates, NLC permit applications, Ochre card applications, criminal history checks, NDIS worker screening checks, and other checks as required.
2. Keeping accurate employee records, and business system data entry up-to-date.
3. Assist in the preparation of contracts, letters of offer, and other employment documents
4. Assist with recruitment, induction and on-boarding of staff.
5. Keeping lists and other registers up-to-date on internal business systems.
6. Preparing various reports such as attendance and employee data and qualifications.
7. Contributing to the management, upkeep and response of enquiries through the HR inbox.
8. Assist with Payroll processing, and be trained to provide coverage during staff absences as required.
9. A high commitment to confidentiality.
10. Providing administrative support to team projects, as required.
11. With regard to work health and safety in the workplace:
 - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Human Resources Coordinator and Human Resources Manager which are within the employee's skills, competence and training.

Essential Criteria

1. Experience in business administration and or human resources.
2. Demonstrated computer skills with particular emphasis on the Microsoft Office in particular Outlook, Word and Excel.
3. Good written and verbal communication skills.
4. Well-developed interpersonal skills with the ability to remain calm under pressure, to use initiative and good judgement to solve problems.
5. Good organisational skills and strong attention to detail, along with proven ability to complete tasks within required timeframes.
6. Ability to work independently and as a member of a team.
7. An ability to communicate sensitively and effectively with people from diverse backgrounds.
8. Qualifications / licences:
 - a. Current NT Driver licence

Desirable Criteria

1. Certificate III in Business Administration or Human Resources.
2. Knowledge and experience working in Aboriginal Communities.
3. Interest in Human Resources and Payroll.

Organisational Relationships & Further Information

Reports to	Human Resources Coordinator	Supervises	None
Internal liaising	CEO Executives Officer/s Other managers All staff	External liaising	Government representatives Community organisation representatives Community members and stake holders Businesses
Span of hours	Days on which ordinary hours can be worked – Monday to Friday Span of ordinary hours – 6 am to 6 pm		
Employment Check	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and overnight stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.