

WEST ARNHEM

REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title	Payroll and HR Assistant		
Location	Darwin	Department	Office of the CEO
Position Level	Level 4	Work Group	Human Resources
Position Type	Permanent / Full-time	Approval Date	21 October 2026
Coverage	WARC Enterprise Agreement	Approved By	CEO

Position Objective

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

Key Responsibilities & Duties

1. Assist with Payroll processing and be trained to provide coverage during staff absences as required.
2. Provide administrative support to various routine tasks such as probationary reminders, qualification and driver licence updates, NLC permit applications, Working with Children Clearance (Ochre Card) applications, criminal history checks, NDIS worker screening checks, and other checks as required.
3. Maintain accurate and up-to-date employee records, registers and databases, and undertake data entry in business systems, ensuring information remains accessible and is managed in accordance with Council requirements.
4. Assist in the preparation of contracts, letters of offer, and other employment documents.
5. Assist in preparing data for various HR reports.
6. Assist with recruitment, induction and onboarding of staff.
7. Assist with arranging catering, travel and meeting bookings for HR and training activities, as required.
8. Keeping lists and other registers up to date on internal business systems.
9. Preparing various reports such as attendance, employee data and qualifications.
10. Contributing to the management, upkeep and response of enquiries through the HR inbox.
11. Complete credit card reconciliations.
12. A high commitment to confidentiality.
13. Providing administrative support to team projects, as required.
14. 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 Advisor, Human Resources Manager and Payroll Coordinator.

Essential Criteria

1. Experience in payroll, business administration and or human resources.
2. Sound numeracy and accurate data entry skills, with the ability to accurately perform mathematical calculations, work with decimals and percentages, and check results for accuracy.
3. Ability and willingness to learn Payroll and HR systems, follow established procedures, identify and seek guidance when information is unclear or discrepancies arise.
4. Demonstrated computer skills with particular emphasis on the Microsoft Office in particular Outlook, Word and Excel.
5. Good written and verbal communication skills.



Essential Criteria

6. Well-developed interpersonal skills with the ability to remain calm under pressure, to use initiative and good judgement to solve problems.
7. Good organisational skills and strong attention to detail, along with proven ability to complete tasks within required timeframes.
8. Ability to work independently and as a member of a team.
9. An ability to communicate sensitively and effectively with people from diverse backgrounds.
10. Qualifications / licences:
 - a. Current NT Driver licence

Desirable Criteria

1. Certificate III in Finance, 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 Advisor	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.