



HR/Payroll Officer

Closing date: 05/01/2024

This position is based in Julia Creek, the administrative centre of McKinlay Shire. Julia Creek is located in the heart of North West Queensland, 650 kilometres west of Townsville and approximately 2.5 hours drive east of Mount Isa. Mount Isa offers direct flights to Brisbane, and Julia Creek has the option of REX flights to Mount Isa and Townsville three days per week. Julia Creek has a population of approximately 400 people; however the Shire's population is close to 1000 residents.

Julia Creek is a friendly community which punches well above its weight for a small community and offers an abundance of facilities and opportunities for its residents. The facilities include, medical centre, 24/7 accessible gym, swimming pool with water slides, dog park, bike safety park, indoor sports centre and tennis courts just to name a few. Recreational activities also are plenty with many great annual events (Races, Rodeos, Campdrafts, Arts & Cultural Workshops) taking place in the region.

Council have a staff of approximately 50 employees and the 2023/2024 budget provides for total budget of \$19 million.

The Role

McKinlay Shire Council has an exciting position available in Julia Creek for an experienced, dedicated, HR/Payroll Officer.

Key responsibilities of the role are inclusive of:

- Accurate, timely processing of fortnightly payroll for Council Employees in accordance with applicable Awards and Certified Agreement
- Provision of general HR Advice to Senior Management
- Provision of HR functions, including recruitment, selection, placement and induction.

Benefits

- Attractive Salary - \$62,389.42 per annum (Level 4.1 Qld Local Government Industry (Stream A) Award – State 2017)
- Locality Allowance
- Five weeks Annual leave plus 17.5% leave loading

A recruitment pack, including Position Description, can be found on www.mckinlay.qld.gov.au, or by contacting the HR department on (07) 47 467 166, email employment@mckinlay.qld.gov.au