

Accountability, Leadership, Unity, Trust, Pride & Safety

HUMAN RESOURCES BUSINESS PARTNER - Undergraduate / Graduate

Temporary / Full Time (3 Years)
Location – Regional
Remuneration commencing at $84,747.23 per annum + Locality + Super

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Start your Human Resources career with an opportunity designed to help you grow.

Are you in the final stages of your studies or have you recently graduated and are ready to turn your knowledge into an exciting career in Human Resources?

Whitsunday Regional Council is looking for an enthusiastic and motivated ***Human Resources Business Partner – Undergraduate / Graduate*** to join our team as part of an exciting three-year development opportunity. Designed to bridge the gap between study and professional practice, this opportunity will give you meaningful exposure to the diverse world of Human Resources while contributing to real workplace matters from the outset.

A THREE-YEAR JOURNEY DESIGNED AROUND YOUR DEVELOPMENT

The program is structured so that each year builds on the last, giving you the opportunity to progressively develop your professional capability and take on greater responsibility. Your development throughout the program will be recognised through progressive classification advancement, subject to satisfactory performance and achievement of agreed development milestones.

Year 1 | Learn the foundations

Immerse yourself in the world of Human Resources and build a strong foundation across recruitment, employee lifecycle processes, Human Resources systems, workforce reporting, learning and development, policies and employee engagement. You'll also gain supported exposure to employee relations, performance management, grievances, disciplinary matters and workplace investigations.

Year 2 | Build your confidence and capability

Start taking on greater responsibility, providing Human Resources support to managers and employees and working alongside an experienced Human Resources Business Partner to support a Directorate or customer group. You'll broaden your experience across awards and employment conditions, workforce planning, employee relations, recruitment and Human Resources projects.

Year 3 | Take the next step

Consolidate your experience and take greater ownership of Human Resources matters as you prepare for the next stage of your career. You'll have opportunities to support a Directorate, contribute to organisational change and workforce planning, coordinate Human Resources initiatives and further develop your employee relations capability.

MORE THAN A TRADITIONAL GRADUATE ROLE

This is your chance to experience Human Resources beyond the textbook. You'll work alongside experienced Human Resources professionals, see how Human Resources partners with leaders across a diverse organisation and contribute to work that has a genuine impact on Council's people and workplace. With exposure to both operational and strategic Human Resources matters, you'll gain a broad understanding of the profession and the variety of career opportunities it can offer.

ABOUT YOU

You don't need to know everything about Human Resources yet. That's what this opportunity is designed for. We're looking for someone who is curious, motivated and genuinely interested in building a career in Human Resources.

You'll be currently undertaking, or have recently completed, relevant tertiary studies and bring:

- Strong written and verbal communication skills
- Effective organisation and time-management skills
- Sound judgement and an understanding of confidentiality
- The ability to research, analyse information and develop practical solutions
- A collaborative and customer-focused approach
- Confidence using Microsoft Office and the ability to learn new systems
- A current C Class Driver Licence.

Previous Human Resources experience isn't essential. Experience gained through university placement, internships, recruitment, administration, employee relations or another relevant environment will be highly regarded.

WHAT COUNCIL OFFERS

- 9 Day Working Fortnight
- 5 Weeks Annual Leave per annum
- 15 Days Personal Leave per annum
- 17.5% Annual Leave Loading
- 12% Superannuation Guarantee
- Annual Locality Allowance
- Salary Sacrifice Opportunities
- Learning and Development Opportunities
- Employee Assistance Program (EAP)

READY TO TURN YOUR STUDIES INTO A CAREER?

If you're looking for an opportunity that offers variety, meaningful experience and a structured pathway into the Human Resources profession, this could be the opportunity you've been waiting for. Bring your curiosity, your ideas and your willingness to learn. We'll give you the opportunity to grow. Apply now and start building your future in Human Resources.

To view the position description please click on the job attachments tab above. To apply, click the 'Apply' button above. For any further information regarding this role, please contact a member of our Human Resources Operations team on (07) 4761 3613.

Council is committed to providing a healthy work environment for individuals working, visiting or conducting business at Council workplaces and is transitioning to a Smoke Free Workplace.

Council practices Equal Employment Opportunities and Workplace Health and Safety Principles.