



Weddin Shire Council

Bringing us together, sustaining Weddin into the Future

POSITION DESCRIPTION

CADET HUMAN RESOURCE OFFICER

Directorate	General Manager
Location	Cnr Weddin & Camp Streets Grenfell
Classification/Grade/Band	Trainee Band under Local Government Award 2023
Position Code	Full time Cadetship up to 35 Hours a week
Date position description approved	26 March 2025

Council overview

The Weddin Shire Local Government Area (LGA) covers an area of 345,683 ha of the Central West Region, NSW; adjoining Cowra, Hilltops, Bland and Forbes Shires. Weddin Shire Council was formed out of the voluntary amalgamation of Grenfell Municipality and Weddin Shire areas in 1975. Council operates out of its Administration Building and Works Depot, both located in Grenfell, NSW, and provides services to the 3,700 residents in the Shire. Weddin Shire includes the villages of Caragabal, Greenethorpe, and Quandialla and the rural locality of Bimbi.

Council's Vision is one of a progressive rural locality with a vibrant and welcoming community, rich in both heritage and the natural environment, with a diverse and resilient economy that supports local employment and business.

This position provides a positive opportunity to advance achievement of Council's Mission and Vision, in the community at large.

Council values

A welcoming, friendly, caring and supportive community that welcomes equality and participation, working together, that offers a helping hand in times of need, shows deep respect for heritage and environment, values inclusiveness, engagement, freedom of choice, diversity and innovation.



Primary purpose of the position

The Cadet Human Resource Officer supports Human Resource Specialist in delivering key HR and culture-related initiatives that enhance the employee experience and contribute to a positive organisational culture. It also provides generalist support and administrative assistance to the broader human resources function.

This role will be rotating across Human Resources and Work Health and Safety, and gaining practical, real-world experience across various areas of human resources.

Key accountabilities

Within the area of responsibility, this role is required to:

- Undertake HR administrative tasks, including maintaining electronic personal files, and processing documentation.
- Prepare internal correspondence and formal documentation, liaising with managers and key stakeholders
- Assist and support employees and managers with general HR enquiries, tasks and responsibilities within your dedicated region.
- Undertake ad hoc project research and analysis of data to contribute to achievement of Human Resource initiatives.

Key challenges

- Maintaining expertise and technical/job knowledge related training and awareness.
- Skill development.
- Ensuring where appropriate customer satisfaction with works undertaken.

Key internal relationships

Who	Why
Staff within the Business Unit and/or Branch	Effective completion of responsibilities, Workforce Management Plan achievement.
Staff within the organisation	



Key external relationships

Who	Why
Customers, residents, Government bodies, external stakeholders and suppliers and consultants administration. Road Maintenance authorities.	Effective achievement of responsibilities. Provision of necessary guidance. Quality work and customer service.

Key dimensions

Decision making

Delegations as per the Council Delegations Register.

Reports to

Human Resource Specialist

Essential requirements

- Currently undertaking a degree in Human Resource Management in the last year, or second last year of study, with the ability to study part-time.
- Demonstrated commitment to excellent customer service with a flexible attitude and ability to use initiative.
- Strong communication skills, with the ability to build relationships and engage with people at all levels.
- A team-oriented attitude and the ability to collaborate with others to achieve goals.
- A high level of organisation and attention to detail, with the ability to manage multiple tasks and deadlines.
- A proactive approach to learning and a desire to grow within the Human Resources field.
- Basic computer skills (e.g., Microsoft Office), with the ability to learn HR software and tools quickly.





Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in



local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Adept
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Create and Innovate	Adept
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Adept
	Technology and Information	Advanced
	Procurement and Contracts	Foundational



Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> • Acts honestly, ethically and with discretion and encourages others to do so • Sets a tone of integrity and professionalism with customers and the team • Supports others to uphold professional standards and to report inappropriate behaviour • Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct • Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results Create and Innovate	Adept	<ul style="list-style-type: none"> • Produces new ideas, approaches or insights • Analyses successes and failures in the organisation for insights to inform improvement • Identifies ways in which industry developments and trends impact on own business area • Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation • Identifies, shares and encourages suggestions for organisational improvement • Experiments to develop innovative solutions



Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Resources Technology and Information	Advanced	<ul style="list-style-type: none">• Implements appropriate controls to ensure compliance with information and communications security and use policies• Implements and monitors appropriate records, information and knowledge management systems• Seeks advice from technical experts on leveraging technology to achieve organisational outcomes• Stays up to date with emerging technologies and considers how they might be applied in the organisation