



Town of Claremont Information Pack

Position	Administration Officer (Human Resources) (Part time)
Closing Date	16 February 2021
Salary	\$65,554 per annum (pro rata) plus 10.5% superannuation 22.8 hours per week (0.6FTE)
Queries	Jillian Sargeant – Manager Human Resources

The Town of Claremont is a boutique local government that was established in 1898 for the picturesque riverside suburbs of Claremont and Swanbourne. It is a busy and forward focused local government with dedicated staff who are committed to making a difference at a local level.

We are looking for an experienced administrator to join the Town's Human Resources team. Key responsibilities of the position include:

- Providing support for the recruitment process including drafting information packs and advertisements, registering job applications, short-listing candidates and reference checking.
- Preparing and issuing employment contracts (template).
- Providing induction meetings for new casual employees.
- Processing approved training requests and update training register.
- Auditing employee records and following up with staff as required.
- Assisting with organisation of internal health and wellbeing initiatives.
- Recording and filing all documentation as required in the Town's Record Keeping Policy and Procedures.

This opportunity suits applicants with extensive experience in an administrative based role. All candidates must have excellent time communication skills, be organised, reliable and be able to represent the Town positively at all times. They will also understand the importance of maintaining sensitive and confidential information.

The Town is an equal opportunity employer that values a diverse workplace. We encourage people of all ages, genders, culturally diverse backgrounds and with a disability to apply.

Applications close 16 February 2021 at 5pm.

Completing your application

In order to be considered for the vacant position you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

What your application must include

Cover letter

A covering letter should demonstrate your suitability for the position. Although you are not required to address the selection criteria, you must meet the criteria to be considered for the position. It also gives you the opportunity to introduce yourself to the selection panel and explain why you are applying for the position

Curriculum Vitae / Resume

Your Curriculum Vitae (CV) / Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your CV / Resume.

Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application.

Applications must reach the Town of Claremont no later than 5.00pm on the closing date.

The Town of Claremont prefers to receive applications via email at employment@claremont.wa.gov.au.

Alternatively, applications may be mailed to:

Attention:

CONFIDENTIAL

Chief Executive Officer

Town of Claremont

PO Box 54, Claremont WA 6910

Please do not submit applications in plastic folders or include original documents.

All documentation should be stapled together in the top left hand side of the application.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

Thank you for your interest in working with the Town of Claremont.

Benefits of working at the Town of Claremont

Remuneration & Conditions

- competitive salaries;
- generous superannuation contribution scheme;
- flexible work options;
- employee recognition program;
- attractive working location in the Claremont town centre;
- modern, accessible workspaces;
- accessible public transport and free car parking.



Health & Wellbeing Initiatives

- free use of our Corporate Gym and Aquatic Centre;
- confidential employee assistance program;
- discounted private health membership;
- flu vaccinations;
- skin cancer checks;
- health and wellbeing seminars;
- active social club.



Training & Development

- Internal training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options: ranging from paid leave to reimbursement of course fees (Conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.

