

Position:	People & Culture Trainee (1042)
Division	People & Culture
Band/Grade:	Local Government (State) Award: Band 1 Level 1 Grade T1-T10
Reports to:	Senior People and Culture Officer
Location:	Max Centre, 30 Heber Street, Moree
Reviewed:	January 2026

POSITION PURPOSE

The People & Culture Trainee will have the opportunity to learn and apply practical skills to deliver of high-quality People and Culture services to the employees of Moree Plains Shire Council while completing a formal vocational qualification. This entry-level position adopts a professional, confidential and proactive approach to executing administrative tasks and supporting the broader People & Culture (P&C) team to achieve organisational objectives. The role contributes directly to the management of the employee lifecycle, from recruitment to onboarding and ongoing development and assist in other key areas such as building Council's Employee Value Proposition. The role is instrumental in maintaining accurate records and promotes Council's commitment to safety, teamwork and a healthy workplace culture.



KEY DUTIES AND RESPONSIBILITIES

1. Commit to and successfully complete all academic course work and on-the-job training requirements for a Certificate IV in Human Resource Management.
2. Actively apply theoretical learnings from studies to practical workplace scenarios and People & Culture (P&C) projects.
3. Provide end-to-end administrative support across the employee lifecycle, including recruitment, learning & development and broader People and Culture services.
4. Maintain the accuracy and integrity of employee records and organisational structures within the Human Resources Information System (HRIS) and internal document management systems, ensuring compliance with data governance, privacy standards and relevant legislative requirements
5. Act as a professional first point of contact for internal and external customers, responding to general P&C enquiries with timely and consistent information.
6. Demonstrate a high degree of sensitivity and professionalism when handling confidential employee information.
7. Contribute to the continuous improvement of P&C systems by assisting with workflow reviews, ensuring full system utilisation and suggesting updates to P&C forms and templates.
8. Assist in the implementation of P&C policies, procedures, and strategic projects in alignment with organisational requirements.

9. Contribute to people-focused initiatives with internal and external stakeholders including employee engagement, wellbeing programs, and broader culture-building activities.
10. Participate as a positive and productive team member, contributing to the collective goals of the P&C team contained in the Workforce Management Strategy.
11. Represent the Council professionally, ensuring every action is underpinned by a commitment to the organisation's core values and strategic objectives.

**Please note duties and responsibilities may vary from time to time as operational needs arise, on direction from the manager.*

Behaviours and personal attributes:

- Collaborative and approachable
- Confidential
- Empathetic
- Detail-oriented

Solutions-oriented and innovative

Key relationships

- People & Culture Team.
- Internal and external stakeholders including managers and job applicants.

SELECTION CRITERIA

Essential Criteria:

1. A genuine interest in pursuing a career in Human Resources and a demonstrated commitment to completing the Certificate IV in Human Resource Management.
2. Strong interpersonal, written, and verbal communication skills with the ability to provide clear and professional information to a diverse range of stakeholders.
3. Proven ability to manage competing tasks, meet deadlines, and maintain a high level of attention to detail in an administrative environment.
4. Proficiency in the Microsoft Office Suite (Word, Excel, Outlook) and the ability to quickly learn new software, such as HR Information Systems..
5. A demonstrated understanding of the importance of confidentiality and the ability to handle sensitive personal information with professionalism.
6. The ability to work collaboratively within a team environment and contribute positively to a workplace culture.
7. A solutions-focused and innovative mindset, with the initiative and enthusiasm to drive continuous improvement across People and Culture activities, supporting team effectiveness, productivity and service delivery outcomes.

Desirable Criteria:

1. Previous Local Government experience
2. Class C Drivers Licence

Pre-employment checks:

1. Pre-employment medical which may include drug and alcohol testing.
2. Working with Children Check

COUNCIL ACCOUNTABILITIES

- To comply with legislative requirements.
- In accordance with the Workplace Health and Safety Act, employees must take all reasonable care for their own safety and the safety of others in the workplace.
- Comply with Council's plans, policies, procedures and Code of Conduct.
- To understand, adhere and promote Council's Equal Employment Opportunity (EEO) and diversity policies and procedures.
- To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your role.

COUNCIL VALUES

Moree Plains Shire is a strong, robust community providing a relaxed, healthy and harmonious lifestyle. Our economy supports the local region and preserves the important environmental qualities of our area. We are committed to playing our role in helping build the community we want for our future and leading the way in fostering a healthy, positive and well-resourced community.

S	H	A	R	P
Safe Prioritise the safety of our team members, contractors, community and environment.	Helpful Take the initiative to help. Offer solutions. One team.	Accountable Take ownership. Have the courage to call things out. Keep others accountable.	Respectful Mutual Respect. No time for disrespect.	Productive Push for results. Drive with urgency. Focus on quality.

These behaviours, in combination with further expectations and requirements outlined in Moree Plains Shire Council's internal Policies and Code of Conduct, apply to all employees of Council.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description and my delegations. As the incumbent, I agree to work in accordance with the position requirements and will abide by Council's policies, procedures and values. I understand this role description is designed to guide the responsibilities and activities undertaken and acknowledge the organisation, in response to changing priorities, may vary responsibilities from time to time.

Signature:

Date: