



ANABRANCH
BURONGA
COOMEALLA
CURLWAA
DARETON
ELLERSLIE
GOL GOL
MONAK
PALINYEWAH
POMONA
POONCARIE
RUFUS RIVER
TRENTHAM CLIFFS
WENTWORTH

Candidate Information

Human Resources Officer

Join Wentworth Shire Council for a career in a progressive, community-focused work environment that prioritises the interests of the Shire. Wentworth Shire Council is committed to becoming a child safe organisation by embedding the NSW Child Safe Standards across our organisation. An advocate of Equal Employment Opportunity, Council offers outstanding working conditions and a team-oriented, positive culture.

Employees at Wentworth Shire Council are provided with a range of benefits:

- ▶ Accrued Rostered Days Off throughout the year (for eligible roles), in addition to four weeks of Annual Leave
- ▶ Long Service Leave entitlements after five years of service
- ▶ Professional development opportunities

Applications are encouraged from individuals of all backgrounds, including Aboriginal and Torres Strait Islander peoples, people of different ages, those with disabilities, and members of the LGBTIQIA+ community, as well as candidates from various cultural and linguistic heritages.

Wentworth Shire, home to about 8,000 residents, offers a unique lifestyle by the Murray and Darling Rivers. A place of natural beauty and outdoor activities, the Shire is ideal for families. Nearby Mildura provides additional amenities and cultural experiences. This balance makes Wentworth Shire an attractive location for living, working, and exploring.

For further information on advertised positions and details on how to apply, contact Glen Norris, Manager Human Resources:
P: (03) 5027 5027
E: humanresources@wentworth.nsw.gov.au

At Wentworth Shire Council, we value:

Honesty & Integrity

- ▶ We deliver on commitments
- ▶ We act ethically

Accountability & Transparency

- ▶ We take responsibility for our actions
- ▶ We communicate openly and respectfully with our community

Respect

- ▶ We act professionally towards our community and our colleagues

Quality & Commitment

- ▶ We do our best to provide the highest standard of goods and services to our community
- ▶ We are responsive to the needs of our community and always look for ways to better serve our community
- ▶ We are dedicated to fulfilling the Shire's vision and goals



If you require assistance reading and understanding this document, please contact the Translating and Interpreting Service on 131 450 and ask them to call Wentworth Shire Council on 03 5027 5027.

Position Description – Human Resources Officer (2 years term contract)

Directorate	Roads and Engineering
Location	Wentworth
Classification/Grade/Band	ATT Band 2, Level 2, Step 1
Position Code	R2026/28
Date position description approved	May 2026

Council overview

The Wentworth Shire Council region is made up of the following towns and irrigation areas; Wentworth, Dareton, Coomealla, Pomona, Mourquong, Monak, Trentham Cliffs, Pooncarie, Buronga, Gol Gol, Ellerslie and Curlwaa. Some of these towns are classified as villages, and the entire population of nearly 8,000 people is spread across approximately 26,000 square kilometres, making our region one of the most sparsely populated rural council areas. Wentworth Shire Council manages one of the largest road networks in New South Wales (NSW), responsible for maintaining 2139 kilometres of roads, with over 519 km of these sealed. The Wentworth Shire Council Chambers, main office and works depot, library, town hall and Visitor Information Centre are all located in Wentworth.

Council values

- Honesty and Integrity.
- Accountability and Transparency.
- Respect.
- Quality.
- Commitment.

Primary purpose of the position

To assist the Manager Human Resources in leading the growth, development and wellbeing of Council's workforce, through the coordination and delivery of high quality, efficient human resources services to the organisation.

Duties

With the area of responsibility, this role is required to;

- Provide timely, accurate advice to management and staff on human resource, industrial relation and organisational development matters,
- Implement and coordinate processes and systems which allow Council to deliver effective and efficient human resources functions for the organisation, including;
 - Recruitment
 - Learning and development
 - Injury management
 - Workers compensation
 - Industrial relations
- Establishing an enabling environment of continuous improvement practice in human resources management,
- Collaborating with business units to achieve whole of organisation human resources outcomes,
- Proactively ensure change in human resources and industrial relation legislation and best practice are adopted and reflected in Council's operations, policies and procedures.

Key accountabilities

- Coordinate recruitment and selection processes including position description maintenance, preparation of employment contracts and inductions of new employees,
- Coordinate employment termination processes including exit interviews,
- Coordinate and document employee performance appraisals,
- Accurately maintain HR records (including staff personnel files) ensuring data integrity is maintained,
- Develop training plans and coordinate training requirements and develop programs within allocated budgets,
- Process workers compensation claim, support return to work programs and act as a contact for all parties,
- Review and make recommendations in relation to Human Resources relate policies and procedures,
- Assist the Manager Human Resources to ensure sound financial management in the Human Resources area,
- Liaises with payroll and work health and safety functions on Human Resources related matters as required,
- Ensure all work practices are carried out in a safe manner and in accordance with Councils policies and procedure, and
- Carry out such duties that are within the limits of the employee skills, competence and training.

Reports to

Manager Human Resources

Key selection criteria

- A tertiary qualification in Human Resources or related field and experience in a similar role or equivalent combination of skills, experience and training.
- Demonstrated knowledge of legislation, awards, HR policies and HR best practice relevant to contemporary human resource management with a proven ability to provide valued advice and support management and staff in interpretation and application,
- Demonstrated ability to understand and interpret Awards, contracts and legislation,
- Demonstrated knowledge and experience in assisting with a broad range of human resources functions including recruitment and separation, performance management, industrial relations, workforce planning, employee relations and training/development,
- Highly developed communication (written and verbal), negotiation and analytical skills with the ability to effectively build trusting relationships,
- Demonstrated self-management skills, including effective time management skills,
- Demonstrated ability to undertake duties in an ethical manner and adhere to confidentiality provisions, and
- A current drivers' licence and commitment to maintain.

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	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Advanced
	Technology and Information	Adept
	Procurement and Contracts	Adept

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	Advanced	- Models ethical behaviour and reinforces it in others - Represents the organisation in an honest, ethical and professional way and sets an example for others to follow - Promotes integrity, courage and professionalism inside and outside the organisation - Monitors ethical practices, standards and systems and reinforces their use - Proactively addresses ethical and people issues before they magnify
Relationships Community and Customer Focus	Advanced	- Demonstrates a thorough understanding of the interests, needs and diversity in the community - Promotes a culture of quality customer service - Initiates and develops partnerships with customers and the community to define and evaluate outcomes - Ensure that the customer is at the heart of the business process design - Makes improvements to management systems, processes and practices to improve service delivery - Works towards social, environmental and economic sustainability in the community/region.
Results Deliver Results	Advanced	- Sets high standards and challenging goals for self and others - Delegates responsibility appropriately and provides support - Defines what success looks like in measureable terms - Uses own professional knowledge and the expertise of others to drive results - Implements and oversees quality assurance practices
Resources Assets and Tools	Advanced	- Considers Council and community assets in the design/delivery of services - Facilitates and monitors appropriate deployment of assets and tools in line with community priorities - Implements and monitors compliance with asset management and maintenance plans and policies

EXECUTIVE LEADERSHIP REPORTING STRUCTURE

Our Organisational Structure is designed to deliver on the Community's Strategic Objectives as outlined in the Community Strategic Plan 2026-2036.

Commenced journey with Council in November 2002.



KEN ROSS

GENERAL MANAGER

Appointed to role in May 2019

OFFICE OF THE GENERAL MANAGER

BUSINESS SUPPORT

- Advocacy
- Civic Service
- Executive Services
- Marketing & Communications
- Mayor & Councillor support

HUMAN RESOURCES

- Human Resources recruitment
- Organisational training & development
- Work Health & Safety
- Workplace & Industrial relations

BUILDING SURVEYING/ ENVIRONMENTAL HEALTH

- Bonds and Permits
- Building Certification
- Food Safety – annual inspections & temporary permits
- Public Health/Skin Penetration/Cooling Towers/UPSS

COMPANION ANIMALS

- Barking Dogs
- Nuisance/Aggressive Dogs
- Rehoming
- Shelter Management

COMPLIANCE/REGULATORY SERVICES/ LOCAL LAWS

- Alcohol Free Zones
- Development compliance
- Education & enforcement
- Noise
- Pollution & contaminated land

DEVELOPMENT ASSESSMENT

- Development Determinations
- Planning Portal management & assistance
- Pre-lodgement advice

RESERVES & LAND TENURE

- Acquisition of land
- Crown land manager
- Native Title

STRATEGIC DEVELOPMENT

- Heritage Protection & Advice
- Planning Proposals & LEP Amendments
- Strategic Planning Projects & Strategies

Commenced journey with Council in November 2008.



SIMON RULE

DIRECTOR

Appointed to role in May 2014

CORPORATE SERVICES

CUSTOMER SERVICES

- Bridge lift bookings
- Cemetery reservations & burials
- Customer enquiries
- Receipting (rates, water accounts, applications)
- Venue hire bookings

BUSINESS & COMMUNITY SERVICES

- Economic & Community Development
- Events
- Library
- Tourism
- Visitor Information Centre

FINANCE & ACCOUNTING

- Accounts payable/receivable
- Accounting services
- Payroll
- Procurement
- Rates

INFORMATION TECHNOLOGY

- Business continuity
- Cyber security
- End-user support
- Geographic Information Systems (GIS)
- Hardware/software/maintenance acquisition

RECORDS

- Record management

RISK & GOVERNANCE

- Audit, Risk & Improvement Committee
- Corporate Compliance
- Corporate Strategic Planning & Reporting
- Internal Audit
- Risk management

STORES

Commenced journey with Council in November 2016.



GEOFF GUNN

DIRECTOR

Appointed to role in August 2019

ROADS & ENGINEERING

ENGINEERING TEAM

- Assets
- Engineering services
- Infrastructure
- Technical Services
- Water & Waste Water

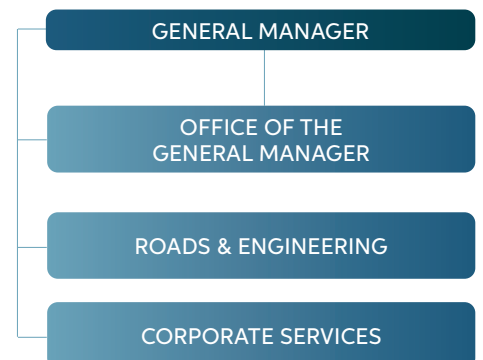
WORKS TEAM

- Aerodrome operations
- Building maintenance
- Civil Works
- Fleet/Workshop
- Landfill/Waste
- Operations
- Parks & Gardens
- Roads



REPORTING STRUCTURE

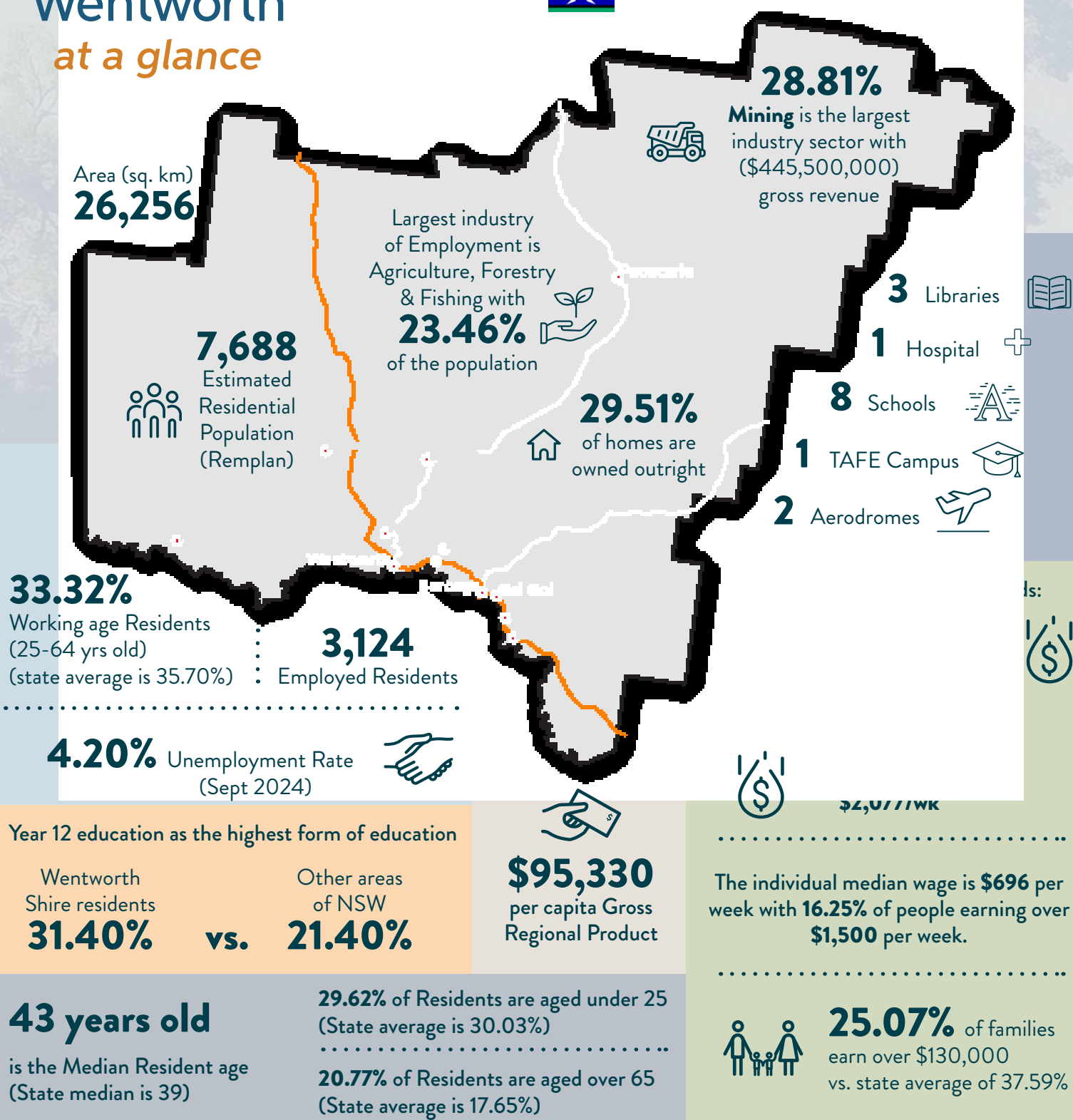
As at 14 November 2025



Wentworth at a glance



8.40% of our population identify
as Aboriginal or Torres Strait Islander
(State average is 3.44%)



1,360km of unsealed road



Contact

 **Main Service Centre**
61 Darling Street, Wentworth

 **Postal Address**
PO Box 81, Wentworth NSW 2648

 **(03) 5027 5027**

 **council@wentworth.nsw.gov.au**

 **wentworth.nsw.gov.au**

Have Your Say:
engage.wentworth.nsw.gov.au