



Northern Peninsula Area Regional Council

Advertisement

CASUAL HR ASSISTANT

- **Work Locations:** HR Office, New Mapoon
 - **Job Type:** Casual
 - **Pay Rate:** Paid as per the NPARC Certified Agreement 2023 (including casual loading money)
 - **Applications Close:** Wednesday, 9 September 2026 at 11:59 PM
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About the Job Opportunity

Do you want to build a career in office work and help look after our Council workers? The Northern Peninsula Area Regional Council (NPARC) is looking for a reliable, honest, and organised person to join our team as a **Casual HR Assistant**.

This position is based at the New Mapoon HR Office. You will step in to cover a temporary vacancy and support the Human Resources team in keeping all staff records safe, neat, and complete. We highly encourage local community members from the NPA to apply.

What You Will Do Every Day (Your Duties)

You will work in a supportive office environment. Your main duties will be:

- **Organised Filing:** Set up new physical folders and organize staff paperwork safely so things do not get lost.
- **SharePoint & Digital Scanning:** Scan documents and upload staff contracts, licences, and training files onto our digital SharePoint folders.
- **Finding Missing Paperwork:** Carefully check employee folders to find any missing documents or expired certificates and help fix those gaps.
- **Apprentice & Trainee Registers:** Help update files and registers for our Apprentices, Trainees, and School-Based Trainees across Council.
- **Payroll & Team Collaboration:** Work closely with our internal Payroll team to pass on paperwork and solve staff questions quickly.
- **Strict Confidentiality:** Protect private staff details and make sure nobody sees secret information without permission.

What You Need to Be Successful (Selection Criteria)

- **Filing & Administration:** Experience sorting paperwork, scanning documents, and keeping files highly organised.

- Data Integrity & Systems: Good basic computer skills, including experience using folders, Excel spreadsheets, or SharePoint.
- Culture & Team: Understanding of cultural safety and a commitment to positive team collaboration across remote areas.
- Confidentiality & Safety: A rock-solid understanding of privacy rules (keeping secrets safe) and basic office safety rules.

Qualifications & Requirements

- Application Form: You **MUST fill out the Employment Application Form attached to this advertisement.**
- Driver's Licence: A current Queensland Open C-Class Driver's Licence is essential to move between different office sites.
- Schooling: Sound basic reading, writing, computer use, and communication skills.
- First Aid: A current First Aid and CPR Certificate is good to have (or you must be willing to do the training to get it).

How to Apply:

To apply for this job, you **MUST complete the Employment Application Form attached.**

Please send your completed paperwork via email to hradvisor@nparc.qld.gov.au

Your application email must include:

1. The completed and signed **Employment Application Form.**
2. Your current **Resume** (a list of your past jobs and schooling).
3. Clear **Photos or Scans** of any training certificates you have.

If you have questions, please call the HR team on **(07) 4048 6600** or email hrdepartment@nparc.qld.gov.au

Checks Before You Start

Before you can start working, you must pass a physical health check, a drug and alcohol test, and a police record check. Council will also call your past superiors for work references.

Dalassa Yorkston PSM
Chief Executive Officer