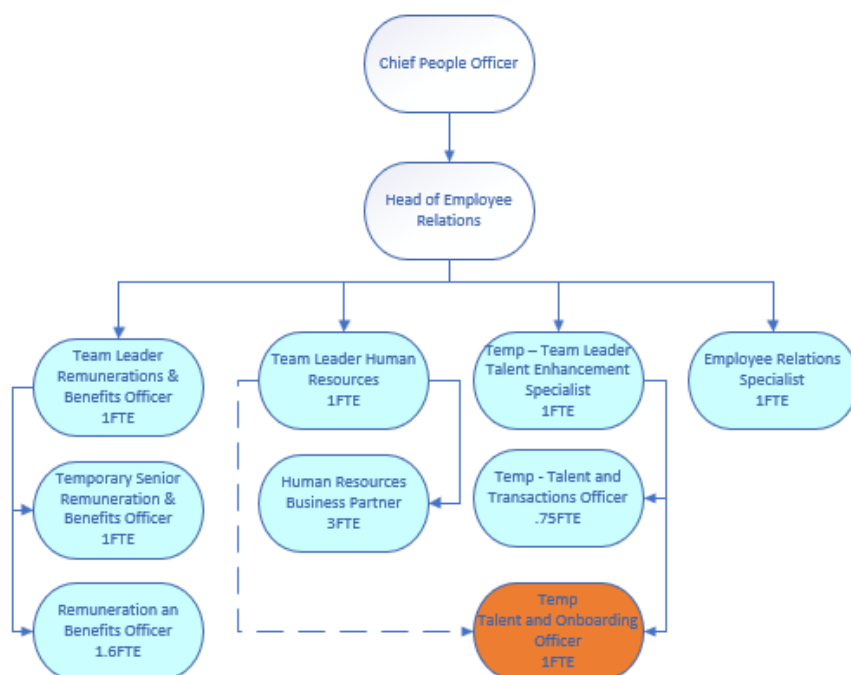


POSITION DESCRIPTION

Position Title	Talent and Onboarding Officer
Position Number	22213
Division/Directorate	Customer Corporate and Strategy
Branch	People, Learning & Culture
Grade	9
Band and Level	Band 2 / Level 1
Special Requirements	Special requirements may include: Employment screening including but not limited to, qualification check, criminal record check
Physical and Environmental Demands	There is a requirement for physical, sensory, psychosocial and environmental demands. Refer to the TIA for further information.
Reports To	Team Leader Talent Enhancement Specialist
Authorities	As detailed within the Delegation Register as delegated by the General Manager
Key Direction/s	Leading – A successful advocate for our people and places Prosperous – Advancing local economic opportunities and job creation

Reporting Structure



Position Purpose

The Talent and Onboarding Officer is responsible for the end-to-end recruitment lifecycle undertaking essential administrative duties to enable the effective delivery of recruitment and workforce services. Working closely with the Talent Enhancement Team Leader and broader team, the role coordinates recruitment activities, manages documentation, and ensures the accurate and timely processing of workforce transactions across systems including Authority and The Burrow.

By maintaining accurate workforce data, supporting establishment integrity, and ensuring compliance with service standards, the role underpins reliable workforce information and efficient service delivery. It plays a key enabling role in enhancing data quality, supporting continuous improvement, and contributing to a streamlined, consistent, and customer-focused employee and leader experience.

Key Result Areas

Lead Change – Support, promote and champion change, as well as assist others to engage with change.

Customer Service – Create a customer centric service environment and reward service excellence.

Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.

Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.

Key Duties & Responsibilities

1. Coordinate and facilitate the end-to-end recruitment lifecycle, including requisition approval, advertising, candidate management, interview coordination, pre-employment checks, offer preparation, onboarding and the accurate processing of employee movements and workforce changes.
2. Prepare, review and issue recruitment, onboarding and internal movement documentation and correspondence in accordance with Council requirements, ensuring accuracy, timeliness, compliance and a positive stakeholder experience.
3. Liaise proactively with hiring leaders, candidates, employees and internal stakeholders to provide clear advice, maintain workflow momentum, resolve queries and support effective communication throughout recruitment and movement processes.
4. Undertake research, data analysis and reporting within the Talent function to support informed decision-making, workforce planning, process monitoring and continuous improvement initiatives.
5. Maintain accurate and up-to-date records across corporate systems, local databases and employee

files, ensuring data integrity, confidentiality, secure record keeping and compliance with relevant policies, procedures and service standards.

6. Independently manage the administrative and coordination activities associated with recruitment, selection, onboarding and internal movements, while identifying opportunities to streamline processes, improve service delivery and keep the broader team informed of current matters.

7. Demonstrate a strong customer focus by delivering accurate, responsive, timely and courteous service to leaders, employees, candidates and other stakeholders.

8. Consistently model and promote Council's corporate core values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

WHS Responsibility

Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

Risk Management Responsibilities

1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.
3. Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and
 - follow Council policies and procedures.

Records and Information Management Responsibilities

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

Essential Criteria

1. Relevant qualifications and/or demonstrated experience in human resources, recruitment, onboarding, administration or a related discipline.
2. Demonstrated experience working in a high-volume, customer-focused environment.
3. Well-developed administrative skills, including the ability to prepare accurate documentation, manage records and maintain data integrity across multiple systems.
4. High level proficiency in Microsoft Office applications and experience using HRIS, recruitment, payroll or other specialised business systems.
5. Highly developed communication and interpersonal skills, with the ability to build effective working relationships, provide clear advice and respond professionally to a diverse range of stakeholders.
6. Demonstrated ability to plan, prioritise and manage competing deadlines while maintaining a high level of accuracy and attention to detail.
7. Proven ability to work independently and collaboratively as part of a team, using initiative and sound judgement to resolve issues and support service delivery outcomes.
8. Demonstrated commitment to customer service, confidentiality, continuous improvement and compliance with organisational policies, procedures and service standards.
9. C Class Drivers License

Desirable Criteria

1. Experience in Local Government

Prepared By

Head of Employee Relations

Date Prepared

June 2026

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Employee Name:

Employee Signature:

Date: