



CLCAC CARPENTARIA LAND COUNCIL
ABORIGINAL CORPORATION

United we stand.

People and Payroll Officer

About us:

Carpentaria Land Council Aboriginal Corporation (CLCAC) has an exciting new opportunity for a passionate and committed professional to join our organization. Based in the thriving regional City of Cairns in Far North Queensland, surrounded by lush tropical rainforest and on the doorstep to the World Heritage listed Great Barrier Reef and Daintree Rainforest, this opportunity offers the perfect work-life balance.

CLCAC was established 39 years ago in Burketown to represent the rights & interests of Traditional Owners. Our members are drawn from nine language groups whose traditional lands & waters are located in the southern Gulf of Carpentaria. As the recognised Native Title Service Body for the Southern Gulf of Carpentaria region, CLCAC performs statutory functions in accordance with the provisions of the Native Title Act 1993. An elected Board determines the Organisation's priorities and monitors the progress of native title applications and oversees operational activities and general governance.

CLCAC supports native title, PBC economic development & ranger programs in Burketown, Normanton, Gregory & Mornington Island.

CLCAC Vision:

To be the leader of sustainable indigenous community development in the lower Gulf region where our people are self-determined and empowered to take control of country, culture and their economic future.

CLCAC Values:

- Unity
- Leadership
- Integrity
- Commitment

The Opportunity:

As the People and Payroll Officer you will provide administrative and transactional support within the field of human resources, including assisting with recruitment, managing employee records, and liaising directly with employees and managers in relation to employee leave

entitlements. You will also collate and process fortnightly Payroll and respond to any employees' enquiries in relation to their pay.

The ideal candidate for this role will be some who is focussed on fostering positive relationships within the workplace, has a qualification and/or relevant experience as a HR and/or Payroll Officer, with an eye for detail and excellent oral and communication skills. They will also have excellent problem solving and organisational skills and be able to manage their time to meet deadlines and recurring priorities.

Eligibility / Skills / Qualifications / Experience:

Essential:

- Certificate IV Human Resources Qualification, or higher
- Experience in a similar HR Support role.
- Experience in Payroll.
- Proficiency in the use of MYOB including STP, or similar accounting software.
- Manual C Class Driver's licence.
- National Police Clearance.

Desirable:

- Certificate IV in OH&S or equivalent.
- Knowledge of VET qualifications frameworks.
- Experience working with Indigenous people.

Attributes:

- Personal values align to the values of the Corporation.
- Leads by example.
- Communicates effectively to a diverse range of people.
- Works proactively in a team environment.
- Finds creative and innovative solutions to solve problems.
- Is resilient and able to adapt in a changing environment.
- Reliable and committed.
- Work well under pressure and with tight deadlines.
- Committed to goal achievement.

What we offer:

The position is a full-time position and based in the Cairns Office. This position will involve travel throughout the southern Gulf of Carpentaria region:

- Salary Range: \$73,086 to \$84,266 (Level 4.1 to Level 5.1 Corporate Administration Salary) per annum depending on qualifications and experience;



- CLCAC is a Private Benevolent Institution: Salary Sacrifice arrangements and Meal Entertainment Benefit are available;
- Generous Leave entitlements including 5 weeks annual leave and up to two weeks paid Christmas shutdown;
- Generous Long Service Leave entitlement of 13 weeks after 7 years of continuous service.
- On-site Parking

To Apply:

Send us your best pitch! Summarise in a cover letter (1-2 pages) why you want to work for CLCAC and why your experience and qualifications are a good fit for the role and don't forget to include your resume with 2 references.

Click **Apply Now** today!

Applications will close on Friday 22 March 2024. We are looking to fill this role as soon as possible and will be reviewing and interviewing applications as they arrive.

So don't delay, apply today!

Only applicants with the right to work in Australia will be considered for this role.

