



Human Resources Manager

SELECTION CRITERIA

Please ensure your application addresses the following criteria, as this is what you will be assessed on:

Essential

- Relevant qualifications in Human Resource Management.
- Demonstrated self-management skills, including effective time management and organisational skills with the ability to work under pressure.
- Excellent interpersonal and communication skills including the ability to liaise with a diverse range of people.
- Demonstrated ability to maintain confidentiality and operate in an ethical manner.
- Ability to effectively plan and prioritise actions to achieve outcomes.
- Experience in completing end to end recruitment processes, including development of position descriptions and contracts, onboarding and offboarding.
- Experience in conflict resolution and mediation.
- Experience with managing complex HR issues, including Enterprise Agreement negotiations.
- Current WA C Class drivers' licence.

Desirable

- Knowledge of the working of Local Government and protocols that must be followed.
- Knowledge of the Shire's organisational structure and functions.
- Work Health and Safety training

The Shire of Merredin is an equal opportunity employer. We promote the principles of merit and fairness in our employment practices and select the best person for the job.