Employment Application Pack

Position Title:	Human Resources Business Partner
Vacancy Reference Number:	VRN26/27-065
Department:	Executive Services
Location:	Taroom
Employment Status:	Part Time, Maximum Term
Remuneration:	$49.13 - $51.85
Recruitment Commences:	6 October 2026
Recruitment Closes:	20 October 2026

TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences **are** required to be submitted (please also include details in the application form)

Your Cover Letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the Position Description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the Position Description.

Email: enquiries@banana.qld.gov.au

In person: Banana Shire Council Admin Office, 62 Valentine Plains Road, Biloela

Banana Shire Council
62 Valentine Plains Road, Biloela
PO Box 412 Biloela QLD 4715
Phone 07 4992 9500 ● Fax 4992 3493
Email enquiries@banana.qld.gov.au ● www.banana.qld.gov.au

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS

POSITION APPLYING FOR: Human Resources Business Partner	**VRN 26/27-065**
FAMILY NAME:	**GIVEN NAME(S):**
TITLE: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other _____	
MAILING ADDRESS:	**MOBILE NO:**
POSTCODE:	**TELEPHONE NO:**
EMAIL ADDRESS:	

IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?

☐ Facebook	☐ SEEK	☐ LinkedIn
☐ Newspapers _____	☐ Posters/Mail outs	☐ The Australian Local Government Job Directory
☐ Banana Shire Council Website	☐ On-Line (Please specify website) _____	

ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Are you an Australian/New Zealand citizen or Permanent Resident? Yes ☐ No ☐

If no, do you have a working visa? (Please specify type) Yes ☐ No ☐

LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Class of Licence:	☐ Car (C)	☐ LR	☐ MR	☐ HR	☐ HC	☐ MC	☐ RE/R
	☐ Open	☐ Provisional	☐ Learners				
Licence issued in	☐ Queensland	☐ Another State/Territory	☐ Another Nation				

PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Please list the **current** Plant Operator Tickets you possess **(Please provide details on a separate sheet if necessary)**:

BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? ☐ Yes ☐ No

WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? ☐ Yes ☐ No

QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)

Level of Qualification: ☐ Masters ☐ Post Graduate ☐ Degree ☐ Diploma ☐ Certificate/Trade ☐ School

Course Name:	Year Qualification Obtained:

Educational establishment where qualification attained: ☐ University ☐ TAFE ☐ Other Training Centre ☐ School

Name of Establishment:_____ Country (If outside Australia): _____

REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council need to be aware of to make reasonable adjustments? Yes ☐ No ☐

If yes, please state details:

WORK RELATED REFEREES

Name:_____ Mobile phone No : _____

Organisation:_____ Business phone No: _____

Name:_____ Mobile phone No : _____

Organisation:_____ Business phone No: _____

EMPLOYMENT HISTORY (Mandatory)

Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;

1. Length of Service
2. Position Title held at time of resignation

PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

  ☐ Yes ☐ No

  If yes, please indicate persons you have an association with: _____

  _____

- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the Employer's Payroll Department for employment purposes only.

Name:_____ Signature: _____ Date: _____

PRIVACY COLLECTION NOTICE:

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.

Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned

Human Resources Business Partner
POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Human Resources Business Partner		
Classification:	Level 4	Position Status:	Part Time, Permanent
Employment Conditions:	Queensland Local Government Industry Award (Stream A) – State 2017 Banana Shire Council Certified Agreement 2024		
Department:	Executive Services	Location:	Taroom
Reports to:	Manager People and Capability	Number of reports:	0

ABOUT COUNCIL

Our Vision

"Shire of Opportunity"
To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

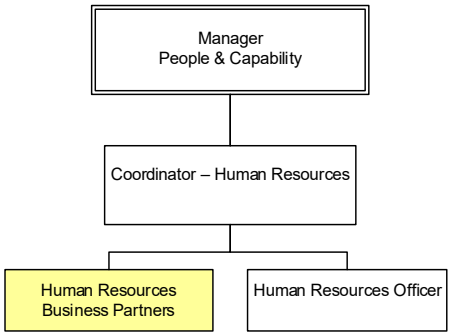
Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council's operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

GENERAL POSITION INFORMATION

Assist with the development, implementation and maintenance of professional human resource management services, which support and enhance business performance.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Provide advice to the CEO, Directors, Managers, Supervisors and employees on industrial relations matters including Awards and Agreements, liaising with Union Representatives as required
- Respond to enquiries from internal and external customers promptly and professionally
- Coordinate the recruitment and selection process
- Provide support and assistance to the Human Resources Manager
- Undertake investigations into disciplinary and other industrial relations matters
- Undertake job analysis and job design
- Develop and review Position Descriptions in liaison with supervisors
- Coordinate requests for reclassifications
- Coordinate the Probationary and Annual Performance Review processes
- Coordinate the Corporate Uniform process
- Regularly review Council's organisational and departmental structures in liaison with key stakeholders
- Develop, maintain and conduct Council's Induction Program
- Develop and review systems for recording and reporting on HR statistics and HR Quality Systems
- Undertake research, provide recommendations and implement contemporary human resource management issues
- Assist with the development, implementation and review of HR policies, procedures and systems
- Assist with the development and implementation of HR initiatives and projects
- Coordinate the Annual Service and Achievement Awards
- Relieve in other positions within the Section as required
- Assist in the development and implementation of Council's Human Resources Strategic and Operational Plans and associated reporting requirements
- Assist in the preparation and monitoring of the sections budget
- Assist in the Enterprise Negotiation process, as required
- Prepare routine correspondence, agendas and minutes and undertake routine administrative tasks as required by the position
- Prepare and process financial transactions and related correspondence
- Contribute to the promotion of the image of the Council and the maximisation of good public relations
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities in the performance of duties including providing and obtaining information
- Undertake routine administrative tasks as required by the position e.g. timesheets
- Assist senior staff to continuously improve work processes and develop new practices as required
- Participate in training, exercises and response to disaster management and recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training.

QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

Compulsory

- Diploma Human Resources Management, or significant relevant experience
- Current Queensland 'C' class driver's licence (minimum provisional licence).

Desirable

- Experience in Human Resources within a Local Government setting

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Good understanding of Human Resource Management practices and principles, including the ability to provide advice and support in relation to Human Resource Management policies and issues.
- Demonstrated ability to maintain a high level of confidentiality and integrity and to exercise sound initiative and judgement when assisting with sensitive people issues.
- Highly developed oral and written communication skills, together with excellent customer service skills.
- High level of keyboard and computer skills including working knowledge of the MS Office Suite of programs.
- Working knowledge of employment related legislation.
- Good understanding of and commitment to EEO and WHS principles and practices.

CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Environment and Sustainability policy and procedure
- Human rights legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures.

SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a class 'C' manual driver's licence and that the loss of licence may jeopardise employment with Council

ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document, you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:	
Signature:	Date:

Position Description Authorised by *Manager People & Culture* Date originated: *31 October 2011* Date reviewed: *16 December 2025*
Please note: Director at the time of authorisation may differ from current Director. New approval is not required where only minor changes are made to the Position Description at review