

**Company Profile**

With a client base of local authorities, the Department of Transport and Main Roads, Queensland Health and numerous private clients, we provide first-class sustainable engineering solutions to communities in an area which exceeds 500,000 km<sup>2</sup>. We achieve this by working closely with our clients, guiding them through every stage of the project cycle. We help our clients to develop the scope of works for their project, enabling them to readily understand and achieve the engineering project outcomes they desire. Our proactive approach to continual improvement, delivery refinement to meet client needs and actively seeking alternative technologies and methodologies enables us to deliver professional and sustainable services.

GBA Consulting Engineers are currently seeking the services of a HR Coordinator to be based in any of our three offices. The requirements for the position are outlined below.

- **Position Title :** **HR Coordinator**
- **Position Type :** **Full Time**
- **Location :** **Barcaldine, Emerald or Rockhampton**
- **Closing date :** **18 February 2022**

**Main Duties/Responsibilities**

The HR Coordinator works within a collaborative and supportive team environment to provide the organisation with HR support.

- Managing the end-to-end recruitment process including position description development, development of advertisements, scheduling candidate interviews and drafting Letters of offer.
- Ensure the employee onboarding experience of new employees is adhered to and employees are inducted and oriented appropriately.
- Coordinate offboarding of employees.
- Coordinate training sessions and accommodation bookings.
- Coordinating the performance management and salary review processes.
- Immigration administration including drafting documents required for the nomination application.
- Writing and updating various human resources documentation such as policies, letters of offer and position descriptions.
- Support the establishment and implementation of human resource policies and procedures.
- Maintain HR records including the documentation of all HR related matters.
- Other duties as directed by the principals and other senior staff.

**Qualifications and Experience**

- Relevant degree/diploma desirable.
- Experience in a similar role.
- Well-developed computer skills, including the use of MS Word, Excel and Outlook.
- Current Queensland 'C' Class driver's licence.

**ENGINEERING THE OUTBACK**

BARCALDINE | EMERALD | ROCKHAMPTON

PHONE 07 4651 5177 | WEBSITE [gbaengineers.com.au](http://gbaengineers.com.au)

**Skills**

- Strong communication skills including interpersonal, planning and problem-solving abilities.
- An established skill in time management;
- Ability to relate to clients/colleagues and their families from diverse cultural and socio-economic backgrounds;
- To be able to work within a team;
- Sound prioritisation and organisational skills;
- Multitasking capability;
- Professionalism in the workplace.

**Performance Goals**

GBA Consulting Engineers ensures employees works are to be carried out to meet WHS obligations and responsibilities as detailed in GBA's policies and procedures and all other relevant legislative requirements and standards including the Council policies and local laws.

Employees are to exercise due diligence in acquiring and updating knowledge to maintain compliance with all GBA WHS systems, risk management processes and legislation.

All persons employed by GBA are required to contribute continuous improvement of service delivery, operational guidelines and organisation policies and procedures ensuring that any quality requirements related to work undertaken are met.

**Accountability**

Accountable to Partner responsible for HR.

**Remuneration**

Remuneration will be dependent on experience. In addition, GBA provides:

- 12.5% superannuation contribution
- Long service leave
- 5 weeks leave (inclusive of leave loading at 14%) for Barcaldine and Emerald
- 4 weeks leave (inclusive of leave loading at 17.5%) for Rockhampton

**Contact Details**

Applications can be made by:-

Email:- [hr@gbanengineers.com.au](mailto:hr@gbanengineers.com.au)