



Shire of
Bridgetown-Greenbushes
The heart and soul of the South West

RECRUITMENT INFORMATION PACKAGE

People & Culture Administration Officer

6 MONTH FIXED TERM CONTRACT

Applications will be accepted until Close of Business on **Friday 27th February 2026**

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Careers on (08) 9761 0807 or via email to careers@bridgetown.wa.gov.au.

VACANCY

People & Culture Administration Officer

6 MONTH FIXED TERM CONTRACT

Are you a self-starter who can drive their workload and take initiative? Come and be part of the People & Culture team during an exciting period of development. Working in a collaborative and supportive environment, you will play an integral role in supporting the team and enhancing the workplace culture.

Why Join Us?

The Shire of Bridgetown-Greenbushes values innovation, collaboration and community.

As part of our team, you'll benefit from:

- A monthly RDO50% membership discount at the Bridgetown Leisure Centre
- 12% Superannuation plus 3% when an employee contributes 5%
- Salary Packaging available to all employees
- Working from home options are available for the right candidate

At the Shire of Bridgetown-Greenbushes, we live our values:

- Welcoming – We foster inclusion and approachability
- Community Minded – We work collaboratively with and for our people
- Creative – We seek better ways through innovation
- Sustainable – We consider the future in every decision
- Cost-Effective & Accountable – We ensure value for our community

Applicants need to provide a resume and cover letter addressing the Selection Criteria in the Information Package.

For further information on this position, contact Careers on 9761 0807.

Applications close on Friday 27th February 2026.

POSITION DESCRIPTION

- 1. POSITION TITLE** People & Culture Administration Officer
- 2. DEPARTMENT** People & Culture
- 3. AWARD COVERAGE** Level 3/4 of the Local Government Officers' (Western Australia) Award 2021 and applicable Shire of Bridgetown-Greenbushes Enterprise Agreement

4. POSITION OBJECTIVE:

To provide high-quality administrative and operational support to the Manager People & Culture, ensuring the effective delivery of people initiatives, employee lifecycle processes and accurate record keeping. The role contributes to a positive employee experience by supporting cultural initiatives and enabling the People & Culture team to operate efficiently and strategically.

Skills

- High level of organisation and ability to prioritise competing deadlines
- Demonstrated experience with interviewing and selection processes
- Previous experience working in recruitment or human resources
- Ability to take initiative and direct own workload
- High degree of confidentiality

Knowledge

- Some knowledge of state government employment laws or Fair Work legislation
- Sound knowledge of WHS legislation

Experience

- 2-3 years in Human Resources or high-level administration
- Experience in Local Government
- Experience working with Synergy software (training can be provided)

5. KEY DUTIES AND RESPONSIBILITIES

Recruitment

- Develop, review and coordinate position descriptions, job advertisements and other recruitment activities.
- Perform onboarding tasks and processes, including establishing new starters, facilitating inductions.
- Coordinate administration processes for probationary review, performance development reviews and offboarding processes.
- Participate in recruitments and selection processes.

Training and Development

- Coordinate the development, delivery and evaluation of staff learning and development programmes.
- Develop and facilitate relevant training sessions and programmes
- Review and identify suitable training providers

Work health and safety

- Support compliance with WHS legislation, policies and procedures.
- Upload and maintain accurate documentation on WHS data base.
- Assist in the creation and distribution of WHS initiatives and promote a culture of safety first.

Records

- Ensure all relevant documents are uploaded and stored in Synergy
- Review current files and update accordingly

General

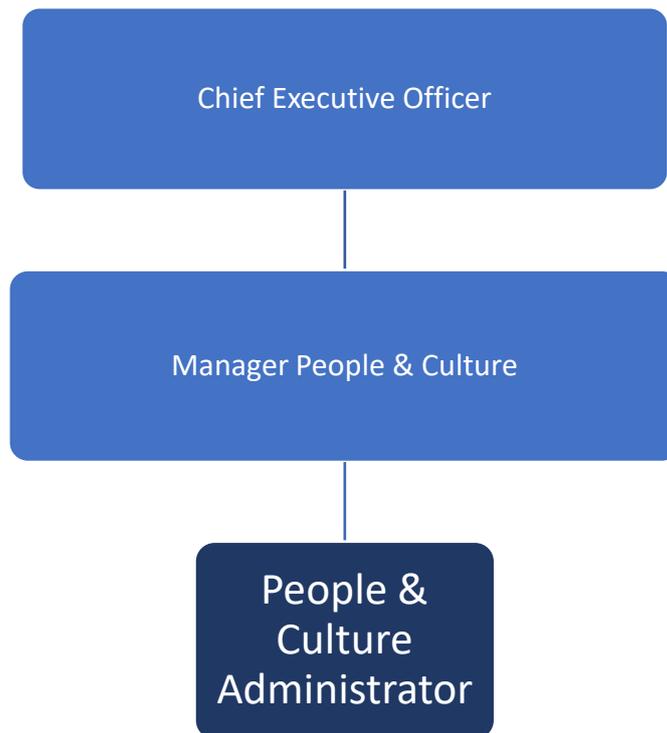
- Undertake other tasks and responsibilities as required by the Manager People & Culture
- Assist in the development of a new Industrial Agreement
- Format documents
- Assist in the development and review of internal management practices
- Contribute to a collaborative and supportive team culture
- Exceptional levels of confidentiality
- Any other reasonable duties

6. ORGANISATIONAL RELATIONSHIPS

Responsible to: Manager People & Culture.

Internal liaison: Works closely with the CEO, Executive Leadership Team, and all Shire business units to provide administrative support.

External liaison: Engages with the Department of Local Government, auditors, legal advisors, WALGA, and other external stake holders as required.



INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application

Your application should include the following:

1. A **covering letter** stating why you are applying for the position.
2. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
3. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. **DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.**
4. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. **DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.**

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application

Applications will be accepted via email to careers@bridgetown.wa.gov.au or via Seek

Queries

If you have queries with regards to completing your application, please contact Careers on (08) 9761 0807 or careers@bridgetown.wa.gov.au

For information on the Shire of Bridgetown-Greenbushes, visit our website www.bridgetown.wa.gov.au