

Essential & Desirable Criteria
Payroll & HR Officer – Cootamundra
Applications Close – 5.00 pm Friday 26 June 2026

Please adequately address the essential criteria contained below. Failure to do so may result in your application not being considered.

Should you find the writing space insufficient, you're welcome to add an additional piece of paper to address the criteria.

Name: _____ Contact No. _____

Address: _____

Email address: _____

Essential Criteria

1. Tertiary qualification in Human Resources or minimum 2 years workplace-based experience processing payroll, including superannuation and workers compensation.

2. Demonstrated ability to interpret and apply legislation including the NSW Local Government (State) Award, Local Government Act 1993, and the Commonwealth Fair Work Act 2010.

- 3. Demonstrated verbal communication and interpersonal skills including the ability to interact and negotiate in a professional and sensitive manner with staff at all levels of the organisation and external parties, whilst maintaining confidentiality at all times.**

- 4. Demonstrated written communication skills for the preparation of professional, clear, and concise correspondence and reports.**

- 5. Demonstrated financial numeracy and accuracy and the ability to analyse financial information relevant to the position.**

6. Efficient and accurate data entry and keyboard skills.

7. Interpersonal skills in influencing people, building effective relationships and ability to achieve positive outcomes including the ability to maintain confidentiality and appropriate professional boundaries.

8. Demonstrated problem solving capabilities including the ability to achieve results in situations where information may be unclear and a variety of outcomes possible.

9. Demonstrated time management skills with the ability to prioritise and organise own workload and work with a minimum of supervision.

10. Unrestricted Driver's Licence Class C (car).

Desirable Criteria

1. Ability to resolve minor grievances.

2. Ability to discern priorities, plan ahead to complete tasks.

3. Working knowledge of roles and responsibilities under the WHS Act 2011.
