

HR & Training Officer

Summary

Title	HR & Training Officer	Basis of employment	Permanent part-time 0.6 FTE
Closing date	Sunday 7 June 2026, midnight	Location	145 Ann Street, Brisbane
Contact details	Robyn Danby Woodforde Group (07) 3062 9280 hello@woodfordegroup.com.au	Annual salary	FTE salary level within band will be determined subject to candidate's skills and experience: \$93,000-\$103,000
Reporting line	Manager Human Resources	Number of direct reports	Nil

This opportunity

As HR & Training Officer you will provide high-quality administration and client services in human resources (HR), with a particular focus on the learning and development function within the QCA.

Key responsibilities

You will:

- coordinate the QCA learning and development function by:
 - overseeing the QCA's Learning Management System (LMS) with responsibility for creating content, delivering training and conducting assessments as required
 - managing compliance training to ensure compliance with legislative obligations
 - working with managers and employees to identify skill gaps and appropriate training to meet needs
 - sourcing suitable internal and external training as required to meet employees' learning and development requirements, including booking training courses and conferences, and undertaking associated administration
 - maintaining the QCA training matrix, the leadership development plan and individual learning and development plans.
- provide quality HR services and undertake the HR administration function by:

- maintaining employee and organisational information in the Human Resources Information System (HRIS), Access Definitiv
- monitoring significant dates and actioning next steps within the required timeframes (e.g. contract completion dates, probation dates, and flexible work arrangements)
- maintaining the HR folders in the document management system (DMS) and hard-copy employee files
- preparing HR reports by extracting, collating and summarising data from the HRIS including for auditors and the annual report
- advising QCA employees on both HR and industrial relations (IR) matters
- supporting the recruitment function through administrative assistance to selection panels, including the preparation of applicant registers and shortlisting matrices, coordination of interviews and skills testing, and facilitation of candidate relocation and induction processes
- supporting the annual performance review process by preparing relevant documents and advising staff and managers on the process
- coordinate the:
 - QCA's mentoring program
 - contact officer network
 - young professionals group
 - health and wellbeing program
- liaise with universities including about prize sponsorships, memberships, internships and open day event attendance
- undertake ad hoc HR duties as directed by the Manager Human Resources
- create and maintain the HR pages on the QCA intranet including the training pages and the Project Managers' Toolkit.

Success criteria and core capabilities

We will assess your suitability for this role by looking at what you have done previously (the knowledge, skills and experience you have gained), your potential for development and your personal qualities. We will consider how well you demonstrate the following skills.

Technical skills

- a demonstrated ability to coordinate and support organisational development and training activities, with demonstrated experience in identifying training needs and developing and coordinating training plans
- knowledge and experience across a wide range of HR and IR matters, including the ability to interpret, apply and provide advice on relevant legislation, policies, standards and practices
- demonstrated knowledge of HRISs (Access Definitiv desirable) and LMSs (Zensai/Learn365 desirable) and intermediate level skills in Microsoft 365, including Excel and Word.

Interpersonal and communication skills

- the ability to communicate clearly and concisely, both in writing and verbally, in a way that the audience can understand

- the ability to engage effectively with all levels of the organisation, to build and sustain collaborative relationships with a wide range of individuals to support strong human resource outcomes.

Management skills

- well-developed prioritisation and organisational skills and the ability to be self-directed and manage time commitments to ensure deadlines are met
- a demonstrated ability to show initiative and apply problem-solving skills.

Role requirements and qualifications

While there are no mandatory qualifications for this role, experience in employment or industrial relations and human resources will be highly regarded.

Certificate qualifications and experience in training and development will also be highly regarded.

Additional information

If you would like more information about the QCA, this role and the benefits of working for us, please refer to the Candidate Information Pack.

How to apply

Please provide:

- your resume, which includes details of your relevant experience and qualifications
- a cover letter (maximum 2 pages), in which you:
 - highlight your skills and where or how you obtained your experience
 - demonstrate your ability to undertake the responsibilities and requirements of the role as outlined in 'Success criteria and core capabilities'.

Applications can be submitted via email to hello@woodfordgroup.com.au.