

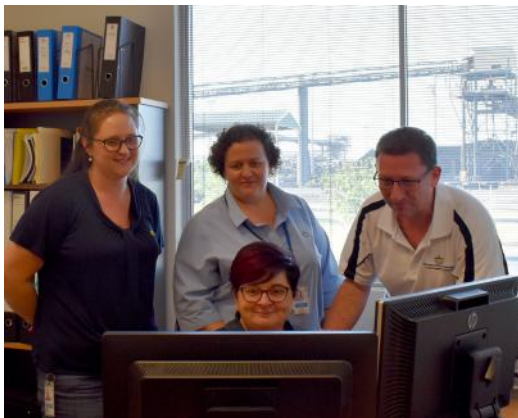
# Human Resources Career

Formed in 1914, Gladstone Ports Corporation (GPC) has been a vital part of the Gladstone community for more than a century, and the epicentre for Queensland's economic growth. We are a Company Government Owned Corporation (GOC), responsible for the import or raw material and the export of finished product associated with major industries in the Central Queensland region. GPC manages and operates three Port precincts - the Port of Gladstone, Port Alma Shipping Terminal and Port of Bundaberg. GPC identifies that our employees are critical to our success, employing approximately 750 people to perform a variety of management, trade, technical and administrative duties across our three Port precincts.

## Employee Relations Department overview

The GPC's Employee Relations team forms part of the People and Community portfolio. The team works collaboratively within the business to provide greater visibility of 'Our People' metrics to inform and guide key strategies for Employee Relations, and Learning and Development.

## Roles within the Employee Relations team



- Employee Relations Manager
- Employee Relations Specialist
- Learning & Development Specialist
- Employment Officer

There are four main categories of activities undertaken by the Employee Relations Team which incorporate:

- Enterprise Agreement – implementation, interpretation and negotiation
- Industrial relations
- Corporate and Mandatory Training
- Recruitment and Selection

## What makes a good Employee Relations Specialist

- Technical and practical skills
- Ability to engage with a wide cross section of the business to help solve problems and provide advice
- Comprehensive knowledge of the applicable legislation (Fairwork)
- Thorough understanding of our employment conditions including any monitoring and reporting requirements.

It is essential that all GPC employees:

- Have the ability to work safely, and
- Follow work procedures and instructions.

## Common tasks

- Recruitment
- Development of Induction and Training Plans
- Liaising with Union Representative to resolve industrial relations issues
- Corporate reporting
- Managing the employee lifecycle.

## Applying for a career with GPC

### OUR BENEFITS

GPC prides itself on being an outstanding local employer in the Central Queensland region. Some examples of our core employee benefits are outlined below:

- Corporate/Safety Wardrobe – reissued on a fair, wear and tear basis. Specialist equipment is provided as required
- Study Assistance Scheme (eligible after 12 months continuous service)
- Employees may participate in salary sacrificing arrangements towards a novated lease (vehicle).

### WORK ENVIRONMENT

GPC's Employee Relations team are based out of our RG Tanna Coal Terminal, however work with all areas of the business from Port of Rockhampton (Port Alma) to the Port of Bundaberg. Employees in these specialised roles are generally remunerated through a salary package applicable to the accountabilities of the role in line with the individual's level of expertise.

### WHAT WE LOOK FOR

As an applicant with GPC you will need to demonstrate to us that you have the capability to:

- Work safely in a heavy industrial environment
- Possess good communication skills, both written and verbal
- Be motivated to learn and develop new skills
- Have the ability to work constructively in a team.

There are several steps in the recruitment process which may include aptitude testing, assessment centre participation, work assessments, interviews, medicals (including a Function Capacity Evaluation) and reference checking.

### HOW TO APPLY

Visit GPC's website at [www.gpcl.com.au/careers](http://www.gpcl.com.au/careers)

Please ensure you have the following documents available when you submit your application:

- Cover Letter
- Response to Key Selection Criteria
- Resume
- Copies of relevant qualifications
- Drivers Licence.

### MORE INFORMATION

For more information about a career opportunity with GPC, contact our Recruitment Team on:

P: (07) 4976 1686  
E: [recruitment@gpcl.com.au](mailto:recruitment@gpcl.com.au)

