**Position Description**

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| **Title:** | **Human Resources Officer** |
| **Reporting to** | Executive Manager Corporate Services |
| **Salary Range** | $57,699.20 to $69,160.00 |
| **Liaises with** | All employees and internal and external stakeholders |
| **Award** | Clerks Award |
| **Type of Position & Hours of work** | Full Time  8:00am-4:30pm – Monday to Thursday  8:00am – 3:30pm – Friday |
| **Position Summary** | The role of the Human Resources (HR) Officer is to provide widespread experience in general Human Resources and recruitment. This is a generalist role coving HR administration, recruitment, performance management, training, employee relations and HR Reporting. This position will be the first point of contact for all HR general enquires.  This position will assist the Corporate Team to lead and direct business to be an industry leader, assist the EMCS to provide effective leadership and be accountable for quality service in line with Julalikari Council Aboriginal Corporations Vision, Mission Statement and core objectives. |
| **Essential Criteria** | * Cert IV Human Resources or a willingness to attain * A minimum of 2 years’ experience working within a HR role. * Working knowledge of policies, procedures and business processes relating to NT employment and training legislations, as well as Modern Awards, the NES and Fair Work legislation. * Excellent communication and interpersonal skills, with the ability to negotiate and influence outcomes. * Strong customer service focus * High level computer literacy skills with experience using the Microsoft Office Suite of programs, and knowledge of, or experience using, a HRIS and Records Management system. * Experience in planning, organising, prioritising and co-ordinating own workloads in a high volume and frequently changing environment. * An ability to develop and establish efficient administrative processes and be proactive in initiating and implementing solutions; * Demonstrated cross-cultural competence and understanding of the issues affecting Indigenous people * Demonstrated ability to work autonomously or as a member of a dynamic team; * Ability to exercise initiative and meet deadlines; * Experience in reading, interpreting and advising on enterprise agreements. * Current NT driver’s licence or an ability to obtain one; * Current National Police Clearance or an ability to obtain one; and * Working with Children’s Clearance or an ability to obtain one. |
| **Desirable Criteria** | * Prior Payroll processing experience, and / or prior experience in a Training environment. * Previous experience working or living within an Indigenous setting and ability to demonstrate a high level of cross-cultural awareness in the workplace. * Awareness of issues affecting Indigenous people to ensure effective participation in a cross-cultural environment |
| **Key Attributes** | * Punctuality * Active Listener * Willingness to learn * Strong Integrity * Ability to work autonomously and as a member of a team * Demonstrate initiative and be proactive * Critical thinking and complex problem solving * Commitment to efficiency * Excellent customer service etiquette * Attention to detail * An understanding of Work Health and Safety and risk management |

*The statements contained herein reflect general details, as necessary to describe the principal tasks of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including working in other functional areas to cover absences or relief, to equalise peak work periods, or to otherwise balance the workload. I acknowledge that the attached Key Performance Indicators (page 3 & 4) will be used to assess my performance in this position.*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of Julalikari Council Aboriginal Corporation.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Position Description – Key Performance Indicators**

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| **Human Resources Officer** |

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| **Tasks and Responsibilities** | **Key Result Area/ Key Performance Indicators** |
| **Programs** | |
| Provide a professional, responsive and culturally appropriate HR advice support service to staff, managers and external service providers. | Take the lead in demonstrating company values and promoting positive JCAC culture throughout the organisation |
| Provide advice on policy and procedures including the organisation’s Enterprise Agreement. | Ensure you are fully aware of JCAC policy and procedures including JCAC Enterprise Agreement. |
| Liaise with JCAC Cultural Team Leader, other staff, management and Registered Training Organisations (RTO’s), training consultants and other relevant stakeholders in an efficient and courteous manner | Present the corporation and yourself in a friendly and professional manner. |
| In collaboration with the EMCS, take the lead on all aspects of HR including (but not limited to):   * recruitment and selection * on-boarding and induction * organisational compliance (Police and Working with Children Checks) | Ensure all paperwork is accurate and submitted in a timely manner. |
| Manage documentation and record keeping in LogiQC (JCAC’s Document Management System). | Ensure that hard copy and electronic filing systems are reviewed, updated and thereafter maintained. |
| Manage the integration of JCAC’s new HR System. This includes updating current employee records and thinking of innovative and new ways to create efficiencies within the JCAC systems. | Demonstrated |
| Work with online HR platforms and technology. | Demonstrated |
| Prepare employment contracts and on-boarding administrative support for through the orientation phase of new employees. | When required to all new JCAC employees/ current employees who may need their contracts renewed. |
| Support the development and continued updating and management of HR policy, initiatives and systems. | As required and in accordance with JCAC policy and procedure |
| **Administration** | |
| Emails and correspondence | *Present the company and yourself in a friendly and professional manner, promoting business awareness.*  *Processing and managing all correspondence daily, quickly and efficiently.* |
| Documentation processing | *Scan, copy, email, print and bind daily and efficiently with minimal waste of time.* |
| Filing systems | *Implement and maintain Policy and Procedures for filing and filing systems.* |
| Maintain contact records and records as required to maintain compliance. | *Accurate and up-to-date information readily available.* |
| Assist in the management of workflow in the business systems. | *Create/review JCAC Policy and Procedure where required.*  *Efficient with the minimum waste of time.*  *Daily updates in system.* |
| Organise staff and other meeting as required and manage the diary of the Cultural Programs & Art Centre Manager. | *Accurate and timely completion of all meeting notes and successful scheduling of meetings* |
| Maintain electronic documents, files, feedback forms and survey data for evaluations. | *Accurate and current information readily available.* |
| Maintain subscriptions and memberships to relevant HR organisations. | *Accurate and current information readily available.* |
| Preparation and presentation of reports | *To a high standard and on time.* |
| **General** | |
| Adhere to JCAC policies and procedures at all time | *Demonstrated* |
| Ensure all travel bookings are in accordance with Julalikari policies and procedures. | *Demonstrated* |
| Any other reasonable task as directed by manager | *Demonstrated* |
| **Teamwork** | |
| Develop and maintain collaborative relationships with internal and external stakeholders. | Ensure to focus on integrity, respect and accountability |
| Support the HR Manager with workplace relations issues such as complaints, conflicts, grievances and misconduct. | In accordance with Julalikari policy and procedures. |
| Liaise between new employee and payroll team to ensure documentation is received and correctly prepared and documented in Employment Hero. | On time all the time and accurately |
| Provide assistance and support in the wellbeing of staff, within a trauma informed framework. | Ensure to be sympathetic and establish a professional relationship with people needing assistance |
| **Training** | |
| Support the delivery of JCAC employment and training programs including, but not limited to:   * Apprenticeships/ traineeships * Workforce Development Programs * Employment/workplace training and Development * Hosting programs | As required, work in collaboration with external stakeholders to provide appropriate training and support for JCAC employees. |
| Work Health & Safety | |
| Implement best practice principles within the work place through personal and professional development with a continual focus on quality improvement strategies | *Demonstrated* |
| Participate in the development of a healthy and safe workplace. Embracing initiatives, information and training and incorporating safety into all daily activities. Demonstrate safe work behaviours, abiding by procedures, identifying and reporting hazards, and contributing to all aspects of a safe workplace culture | *A positive workplace culture free of bullying, harassment and discrimination is promoted*  *Follow up on incidents, hazards and near misses in a timely manner* |
| Respond to health and safety queries as they relate to WH&S legislation and JCAC’s Risk Management Framework. | *All reasonable and practical steps to ensure the safety, health and welfare of all staff and clients in accordance with legislation and policies are taken.* |

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