

## Job Description

<b>Job title</b>	Human Resources Advisor
<b>Reporting to</b>	Chief Operations Officer
<b>Classification level</b>	RA 4/5
<b>Remuneration</b>	\$90,000 - \$100,000 plus superannuation
<b>Term</b>	Full-time / part-time (0.8 FTE), fixed term contract to 30 June 2023 (with extension dependent on funding)
<b>Location</b>	Canberra (preferred) / Sydney

### ORGANISATIONAL OVERVIEW

Reconciliation Australia is an independent, national, not-for-profit organisation promoting, facilitating reconciliation by building relationships, respect, and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for a just, equitable and reconciled Australia.

### Role:

Great opportunity for an experienced Human Resources Advisor to take the next step in their HR career running the full HR function in a leading Not-for-Profit organisation with approximately 40 employees. This is a true generalist role with no two days being the same – end-to-end recruitment, employee relations, employee file maintenance, WHS, HR policy maintenance and a trusted advisor to the COO and General Managers.

### Duties:

General	<ul style="list-style-type: none"> <li>• <b>First point of contact for all HR queries</b></li> <li>• <b>Maintain online employee files and spreadsheets</b></li> <li>• <b>Manage Employee Assistance Program (EAP) provider - Uprise</b></li> <li>• <b>Update Intranet HR pages</b></li> <li>• <b>Update Organisation Chart</b></li> <li>• <b>WHS Committee and related administration</b></li> </ul>
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**Duties:**

Recruitment, selection and induction	<ul style="list-style-type: none"><li>• <b>Manage the end-to-end recruitment process</b></li><li>• <b>Provide managers with appropriate support during recruitment including advertising and selection/ interview processes.</b></li><li>• <b>Preparation of new starter documentation including employment contracts.</b></li><li>• <b>Co-ordination of the new starter induction process and buddy system.</b></li><li>• <b>Manage unsuccessful applications</b></li><li>• <b>Manage recruitment agency relationships</b></li></ul>
Remuneration and benefits	<ul style="list-style-type: none"><li>• <b>Maintain database of remuneration for all employees.</b></li><li>• <b>Liaise with the Finance Team on payroll adjustments.</b></li><li>• <b>Periodic benchmarking of remuneration against independent surveys.</b></li></ul>
Performance management	<ul style="list-style-type: none"><li>• <b>Co-ordinate the ongoing performance management and review process within the organisation.</b></li><li>• <b>Advise Managers on effective performance discussions and actions if requested.</b></li></ul>
Learning and development	<ul style="list-style-type: none"><li>• <b>Assist managers and employees to identify learning and development needs and opportunities.</b></li><li>• <b>Assistance with sourcing and facilitating external training, learning and manage online cultural learning accounts.</b></li></ul>
Policies and procedures	<ul style="list-style-type: none"><li>• <b>Ongoing review and update of HR policies and procedures to ensure compliance with best practice and legal requirements.</b></li><li>• <b>Provide managers and employees with advice and assistance in the interpretation and implementation of HR policies.</b></li></ul>
Workers compensation	<ul style="list-style-type: none"><li>• <b>Management of workers compensation claims including return to work plans.</b></li></ul>
Workplace health and safety	<ul style="list-style-type: none"><li>• <b>As a member of the WHS Committee, assist in maintaining a safe and healthy workplace that complies with the relevant legislation and regulations.</b></li></ul>
Organisational culture	<ul style="list-style-type: none"><li>• <b>Assist the COO to implement a people and culture framework that contributes to a positive workforce focused organisation.</b></li><li>• <b>Management of the annual Employee Engagement Survey including interpretation and communication of results, and rollout of an action plan to address findings.</b></li></ul>

**Duties:**

Reconciliation Action Plan (RAP)	<ul style="list-style-type: none"><li>• <b>Monitor and deliver relevant HR and Corporate focused actions to meet the organisations Reconciliation Action Plan</b></li></ul>
Other	<ul style="list-style-type: none"><li>• Participate in organisational planning, reviews and development activities as requested.</li><li>• Some office management tasks.</li><li>• Undertake other tasks and roles as directed by the Chief Executive Officer and Chief Operations Officer.</li></ul>

**Selection criteria:**

1. A staff-focused HR professional with extensive experience and knowledge in a range of HR areas, including: end to end recruitment; performance management; learning and development; development of strategic HR processes; and workplace relations and culture.
2. Highly developed communication and interpersonal skills, including the ability to influence, negotiate and counsel staff.
3. Ability to work independently and take initiative but, also as an enthusiastic team player working collaboratively with other teams in Reconciliation Australia.
4. Must be reliable, flexible and able to maintain a high degree of confidentiality.
5. Understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and issues, including the importance of an Aboriginal and Torres Strait Islander employment strategy.
6. Relevant tertiary qualifications in HR, business or equivalent.