POSITION DESCRIPTION

Job title:	Senior Human Resources Officer
Reporting to:	People & Culture Manager
Classification level:	RA Level 4
Remuneration:	$105,000 – $110,000 + superannuation (inclusive of 17.5% leave loading)
Term:	Full-time
Location:	Sydney

ORGANISATIONAL OVERVIEW

Reconciliation Australia is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is an Australia that embraces our shared histories and honours the unique cultures, rights and aspirations of Aboriginal and Torres Strait Islander people. Our purpose is to inspire and enable all Australians to meaningfully contribute to the work of reconciliation and our organisational objective is to equip our partners to take actions that have impact, value and advance Aboriginal and Torres Strait Islander self-determination.

POSITION PURPOSE

The Senior Human Resources Officer will play a key role in supporting the Human Resource Function and organisational development as a key member of Reconciliation Australia's dedicated Corporate Services Team. In this position, you will deliver a broad range of Human Resource services across the organisation and be involved in various Human Resource and wider organisational development projects.

Reconciliation Australia is seeking a highly motivated self-starter with exceptional interpersonal skills. The successful candidate will have strong stakeholder management skills and a high level of attention to detail.

DUTIES

General	• Action general HR enquiries and escalate as needed • Maintain accurate online employee files, regular reporting and Organisation Chart utilising Microsoft SharePoint and our HRIS system. • Enable effective use of the Employee Assistance Program (EAP) – by supporting strategies to promote awareness and usage • Carry out HR processes consistently and in line with relevant policies, employment obligations and risk controls

DUTIES	
Recruitment, selection and induction	• Coordinate the end-to-end recruitment process and support hiring managers, selection panels and candidates throughout • Coordinate the onboarding process, including new starter documentation, contract management, induction training and probation periods • Lead initiatives to continuously enhance the onboarding experience and align to our One RA culture • Coordinate employee offboarding processes between resignations and processes relating to performance, conduct or organisational change
Project Management	• Manage various Human Resource Projects, including the implementation of our HRIS system • Participate in the creation and implementation of P&C strategies • Manage stakeholder relationships and collaborate with teams to implement P&C process improvements • Develop project proposals and timelines • Communicate project updates, and implementation plans to the Senior Executive Team and Corporate Services team
Performance management	• Coordinate the ongoing performance management and review process within the organisation • Enable managers and staff to have effective performance conversations
Workplace health and safety	• As a member of the WHS Committee, assist in maintaining a safe and healthy workplace that complies with the relevant legislation and regulations • Support the P&C Manager to implement WHS strategies across the business • Lead the transition and recording of workstation ergonomics and flexible working arrangements using our HRIS
Organisational capability and culture	• Support the implementation of the organisation's Capability Framework • Coordinate the regular Employee Engagement Survey including interpretation and communication of results, and rollout of an action plan to address findings. • Support the P&C Manager to implement a Cultural Competency framework, and facilitate ongoing cultural learning opportunities for staff • Facilitate staff participation in learning and development opportunities. • Collaborate with teams to customise suites of online learning content for staff
Other	• Participate in organisational planning, reviews and development activities as requested, including policy and remuneration reviews • Support with ad hoc office management tasks • Undertake other tasks and roles as directed by the COO

SELECTION CRITERIA

Essential:

1. Commitment and willingness to learn about and contribute to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.
2. Previous experience in a similar role, with exposure to Human Resource Administration, or Human Resource Project Coordination.
3. Highly developed communication and interpersonal skills, including the ability to influence, negotiate and counsel staff.
4. Confidently resolve conflicts and disagreements while showing sensitivity and understanding.
5. Demonstrate a thorough understanding of RA policies and seek guidance to resolve ambiguity in how they apply
6. Demonstrated capacity to utilise software to support HR outcomes and proficiency (e.g. SharePoint, Asana, and ELMO).
7. Prepare project proposals including outcomes, goals, milestones, budget, measures and communication strategies
8. Ability to work independently and take initiative but, also as an enthusiastic team player working collaboratively with other teams in Reconciliation Australia.
9. Must be reliable, flexible, and able to maintain a high degree of confidentiality.
10. Relevant tertiary qualifications in HR, business or equivalent.

Desirable:

11. 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.