

Human Resources Generalist

- **Part-time 30 hours per week - flexible working environment**
- **Canberra location**
- **New year, new role! Commencing late January 2022**

Our organisation

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 for a just, equitable and reconciled Australia.

We provide a flexible working environment, additional leave provisions and a supportive close-knit team with offices in Canberra and Sydney.

The role

Great opportunity for an experienced HR Generalist to take the next step in their HR career running the HR function for 37 employees. This is a true generalist role with no two days being the same - recruitment, onboarding, off-boarding, employee relations, employee file maintenance, HR policy maintenance and a trusted advisor to the General Managers.

About you

You are an HR generalist with 3-5 years' experience looking for that next step in your HR career being responsible for the HR function in a stand-alone HR role. Reporting directly to the COO (also located in Canberra) you thrive in a people centric environment within a purpose driven organisation.

We are committed to improving employment opportunities for Aboriginal and Torres Strait Islander peoples and welcome applications from all Australians, especially those of Aboriginal and Torres Strait Islander descent as your cultural and lived experience is central to the work we do.

Applicants for this position should have valid working rights for Australia.

Salary and other details

The salary range for this role is \$70,000-\$80,000 + Superannuation, dependent on experience and qualifications, and is a fixed-term contract to 30 June 2023 with possibility of extension depending on funding.



How to apply

Email jobs@reconciliation.org.au your:

1. CV;
2. Covering Letter addressing:
 - a. the Selection Criteria set out in the Position Description below;
 - b. Quoting ref: HR Generalist; and
3. Completed RA Cover Sheet, see below.

Cover Sheet

Position Title: HR Generalist – Canberra

Personal Details

Title: Mr Ms Mrs Miss Dr Other: Please Specify

Surname:

Given Names:

Email:

Postal Address:

Suburb:

State:

Postcode:

Telephone:

Mobile:

Other Details

Do you wish to identify as an Aboriginal and/or Torres Strait Islander person? **Yes / No**

Do you wish to identify as a person from a culturally and linguistically diverse background? **Yes / No**

Are you an Australian citizen? **Yes / No**

If No, do you have valid and current Australian working rights: **Yes / No**

Have you previously attended an interview with Reconciliation Australia: **Yes / No**

Referee 1:

Name:

Title:

Working Relationship:

Length of Relationship:

Contact Details:

Phone:

Email:

Referee 2:

Name:

Title:

Working Relationship:

Length of Relationship:

Contact Details:

Phone: Email:

How did you hear about this vacancy?

POSITION DESCRIPTION

Job title	Human Resources Generalist
Reporting to	Chief Operating Officer - Canberra
Salary range	\$70,000 - \$80,000 per annum plus superannuation
Term	Part-time 30 hours per week - Fixed-term until 30 June 2023 (with possibility of extension dependent on funding)
Location	Canberra

ORGANISATIONAL OVERVIEW

Reconciliation Australia (RA) 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 for a just, equitable and reconciled Australia.

POSITION PURPOSE

Providing essential generalist human resources (HR) support and services to 37 staff at Reconciliation Australia across two offices in Canberra and Sydney.

DUTIES

General	<ul style="list-style-type: none"> • First point of contact for all HR queries • Maintain online employee files and spreadsheets • Manage Employee Assistance Program (EAP) provider • Maintain Intranet HR pages • Maintain Organisational Chart
Recruitment	<ul style="list-style-type: none"> • Manage the end-to-end recruitment process • Complete paperwork and approvals • Draft Position Descriptions with relevant manager • Write and place ads on various online platforms • Manage RA Jobs Inbox and applications, review and save CVs, update Recruitment Spreadsheet, send CVs to hiring managers • Set up and attend interviews • Assist GMs to negotiate salary with preferred applicants • Manage unsuccessful applications • Manage recruitment agency relationships

Onboarding/Offboarding	<ul style="list-style-type: none"> • Prepare new starter documentation including employment contracts • Induction schedules and booking induction meetings for new starters first week • Manage the RA Buddy system • Probation period management (6 months) • Manage staff exit process and conduct all exit interviews
Remuneration and benefits	<ul style="list-style-type: none"> • Maintain database of remuneration for all employees • Liaise with Finance team on payroll adjustments
Performance reviews and management	<ul style="list-style-type: none"> • Co-ordinate the annual performance review process • Manage performance improvement process and plans
Learning and development	<ul style="list-style-type: none"> • Assist managers and employees identify learning and development needs and opportunities • Assistance with sourcing and facilitating external training • Manage Arrilla cultural online learning account and logins
Policies and procedures	<ul style="list-style-type: none"> • Ongoing review and update of HR policies and processes • Provide managers and employees with advice and assistance in the interpretation and implementation of HR policies
Workplace health and safety	<ul style="list-style-type: none"> • Be the corporate representative on the WHS Committee, assist in maintaining a safe and healthy workplace that complies with relevant legislation and regulations
Other	<ul style="list-style-type: none"> • Some office management for the Canberra including maintenance of stationery and kitchen supplies, COVID safety, staff events management (eg Christmas party) • Undertake other tasks and roles as directed by the Chief Executive Officer and Chief Operations Officer

Selection Criteria

Essential

1. 3-5 years' experience as an HR generalist including extensive recruitment experience,
2. Highly developed organisational and administrative skills.
3. Demonstrated ability to work well with others and build trusted relationships.
4. Strong communication and interpersonal skills.
5. Ability to work autonomously while also being collaborative with staff and teams.
6. High-level verbal and written communication skills including the ability to effectively deal with staff in a highly confidential and professional manner.
7. Demonstrated understanding of Aboriginal and Torres Strait Islander peoples, cultures, history and issues affecting them.
8. Tertiary qualifications in HR, business or equivalent.

Desirable

1. Experience working or volunteering in a not-for-profit organisation