

Senior Human Resources Officer

Our organisation

- Sydney, Canberra or remote
- \$75,000 - \$85,000 Inclusive of 17.5% leave loading + Superannuation

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.

The role

The Senior Human Resource Officer position will play a key role in supporting the Human Resource Function, and organisational development as apart 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.

About you

You are a motivated, and experienced Human Resources early career professional, passionate about reconciliation in Australia. You will have some experience across human resource management, and human resource strategic projects.

Essential:

1. Previous experience in a similar role, with exposure to human resource administration, or human resource project coordination.
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. Relevant tertiary qualifications in HR, business or equivalent.

Desirable:



1. 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.

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 \$75,000 - \$85,000 (Inclusive of 17.5% leave loading) + Superannuation, dependent on experience and qualifications, and is a fixed-term contract until April 2024.

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. preferred location (Sydney or Canberra); and
 - c. Quoting ref: HR
3. Completed RA Cover Sheet, see below.

POSITION DESCRIPTION

Job title:	Senior Human Resources Officer
Reporting to:	Human Resource Manager
Classification level:	RA Level 4
Remuneration:	\$75,000 - \$85,000 plus superannuation (Inclusive of 17.5% leave loading)
Term:	Full-time/Part-time considered (6-month contract initially)
Location:	Sydney/Canberra/Remote

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 for a just, equitable and reconciled Australia.

POSITION PURPOSE

The Senior Human Resource Officer position will play a key role in supporting the Human Resource Function, and organisational development as apart 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	<ul style="list-style-type: none">• Maintain online employee files and spreadsheets.• Manage Employee Assistance Program (EAP) provider - Uprise• Update Organisation Chart
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DUTIES

Recruitment, selection and induction	<ul style="list-style-type: none">• Support the end-to-end recruitment process.• Preparation of new starter documentation including employment contracts.• Manage unsuccessful applications.• Maintain and manage employee exit processes, including through our project management tool, Asana
Project Management	<ul style="list-style-type: none">• Manage various Human Resource Projects.• Manage stakeholder relationships.• Develop project proposals and timelines.• Communicate project updates, and implementation plans to SET, HRM and COO.
Performance management	<ul style="list-style-type: none">• Co-ordinate the ongoing performance management and review process within the organisation.
Workplace health and safety	<ul style="list-style-type: none">• As a member of the WHS Committee, assist in maintaining a safe and healthy workplace that complies with the relevant legislation and regulations.
Organisational capability and culture	<ul style="list-style-type: none">• Coordination of the annual Employee Engagement Survey including interpretation and communication of results, and rollout of an action plan to address findings.
Other	<ul style="list-style-type: none">• Participate in organisational planning, reviews and development activities as requested.• Some office management tasks.• Undertake other tasks and roles as directed by the Human Resource Manager.

SELECTION CRITERIA

Essential:

1. Previous experience in a similar role, with exposure to Human Resource Administration, or Human Resource Project Coordination.
2. Commitment and willingness to learn about and contribute to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.

SELECTION CRITERIA

3. Highly developed communication and interpersonal skills, including the ability to influence, negotiate and counsel staff.
4. Ability to work independently and take initiative but, also as an enthusiastic team player working collaboratively with other teams in Reconciliation Australia.
5. Must be reliable, flexible, and able to maintain a high degree of confidentiality.
6. Relevant tertiary qualifications in HR, business or equivalent.

Desirable:

2. 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.

Cover Sheet

Position Title:		
Personal Details		
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> 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:	Referee 2:	
Name:	Name:	
Title:	Title:	
Working Relationship:	Working Relationship:	
Length of Relationship:	Length of Relationship:	
<u>Contact Details:</u>	<u>Contact Details:</u>	
Phone:	Phone: Email:	
Email:		
How did you hear about this vacancy?		