

POSITION DESCRIPTION

Job title:	Human Resources Specialist
Reporting to:	Chief Operating Officer
Classification level:	RA Level 4
Remuneration:	\$87,000 - \$97,000 plus 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 for a just, equitable and reconciled Australia.

POSITION PURPOSE

The Human Resources Specialist 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	<ul style="list-style-type: none"> • Maintain online employee files and spreadsheets utilising Microsoft SharePoint and our HRIS system. • Manage Employee Assistance Program (EAP) provider - Uprise • Maintain accurate Organisation Chart
Recruitment, selection and induction	<ul style="list-style-type: none"> • Support the end-to-end recruitment process. • Prepare new starter documentation including employment contracts. • Manage unsuccessful applications. • Maintain and manage employee on and offboarding 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 the Senior Executive Team and Corporate Services team.
Performance management	<ul style="list-style-type: none"> • Coordinate the ongoing performance management and review process within the organisation.

DUTIES

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">• 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.• Facilitate staff participation in cultural learning opportunities.
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 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. Demonstrated capacity to utilise software to support HR outcomes (e.g. SharePoint, Asana, and ELMO).
5. Ability to work independently and take initiative but, also as an enthusiastic team player working collaboratively with other teams in Reconciliation Australia.
6. Must be reliable, flexible, and able to maintain a high degree of confidentiality.
7. 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.