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GOVERNANCE AND IMPLEMENTATION

This resource should be reviewed and endorsed in accordance with the organisation's governance and document control processes prior to implementation.

[Insert Organisation's Letterhead / Header]

DUTY STATEMENT

POSITION TITLE:	Human Resources Officer
REMUNERATION/CONDITIONS:	In accordance with the Aboriginal Community Controlled Health Services Award or relevant classification under the Social, Community, Home Care and Disability Services Industry Award [MA000100] (depending on organisational structure).
POSITION STATUS:	Full-time or Part-time
DIRECTLY RESPONSIBLE TO:	DCEO / Corporate Services Manager
PERFORMANCE APPRAISAL:	6 month probationary period; performance reviews every 12 months thereafter
POSITION FUNCTION:	The HR Officer supports the development, implementation, and maintenance of best practice human resource systems, policies, and procedures aligned with the organisation's values, legal obligations, and strategic objectives. The role is responsible for supporting staff lifecycle management, cultural safety in workforce planning, and ensuring a positive and compliant workplace environment.
MINIMUM SKILLS REQUIRED:	Relevant tertiary qualifications in Human Resource Management, Industrial Relations, Business Administration or related field

POSITION SUMMARY

The HR Officer works under the direction of the DCEO/Corporate Services Manager to manage core HR functions including recruitment, onboarding, performance management, training coordination, compliance, and workforce reporting. This position ensures that all employment practices align with legal, industrial, and cultural obligations, and supports the development of a safe, inclusive, and high-performing team culture across the organisation.

RESPONSIBILITIES

Organisational Workforce Support

- Support end-to-end recruitment, selection, and onboarding processes in line with organisational policy and cultural safety principles.
- Maintain up-to-date personnel files, employment contracts, and HR databases, ensuring confidentiality and compliance.
- Ensure compliance with employment legislation, modern awards, industrial agreements, and organisational policies.
- Support coordination of staff performance appraisals and professional development plans.
- Assist with conflict resolution processes, grievances, disciplinary actions, and staff wellbeing programs.

Cultural Safety and Aboriginal Workforce Support

- Promote and support the recruitment and retention of staff.
- Contribute to the implementation of culturally safe HR practices and initiatives that reflect community values.
- Coordinate or assist with delivery of cultural safety training and events.
- Build relationships with community members, other organisations, and training providers to support employment pathways.

HR Systems and Policy Management

- Maintain accurate HR documentation including leave records, training logs, and compliance registers.
- Contribute to the review, development, and implementation of HR policies and procedures.
- Support internal audits and accreditation processes by providing HR-related documentation and evidence.
- Provide timely and accurate workforce reporting to the Executive and/or Board as required.

Workplace Culture and Development

- Promote a positive workplace culture that upholds the organisation's values and commitment to staff wellbeing.
- Coordinate staff induction and orientation processes.
- Support initiatives related to staff engagement, recognition, and retention.
- Assist with WHS procedures and contribute to a safe and supportive working environment.

MEETINGS

- Attend team meetings, planning sessions, and HR/operational briefings.
- Support documentation and follow-up actions from performance meetings or grievance procedures.
- Participate in staff cultural events, induction activities, and training sessions.

KEY PERFORMANCE INDICATORS

Focus Area	KPI
Recruitment & Onboarding	100% of new staff onboarded within 10 working days with completed HR documentation
Policy & Compliance	Annual review of all HR policies; 100% compliance with employee file audit
Performance Management	100% of staff receive an annual performance review
Cultural Safety & Inclusion	Delivery/support of at least 2 cultural training initiatives annually
Workforce Reporting	Quarterly workforce and HR compliance reports submitted to management

PROFESSIONAL DEVELOPMENT

- Participate in HR-specific training and sector forums to ensure ongoing compliance and innovation.
- Engage in professional and cultural development activities that enhance cultural capability and workplace knowledge.
- Participate in team-building activities, staff reflection, and interagency forums

ESSENTIAL SKILLS AND EXPERIENCE

- Demonstrated experience in a HR or administrative role, preferably within an Aboriginal community or health service.
- Working knowledge of relevant employment legislation, industrial awards, and HR best practice.
- Strong interpersonal and communication skills, with the ability to work across all levels of an organisation.

- Cultural competency and commitment to supporting Aboriginal workforce participation and safety.
- Excellent administrative and organisational skills, with attention to confidentiality and compliance.
- Proficiency in HR software, Microsoft Office, and reporting tools.

MANDATORY REQUIRMENTS

- Relevant qualifications and/or substantial experience in a HR-related role.
- Demonstrated understanding of and commitment to the values and vision of Aboriginal Community Controlled Organisations.
- Current CPR Certificate
- National Police Check
- Working With Children Check
- Current Driver's Licence
- Compliance with all organisational policies and procedures

Adhere to confidentiality and privacy requirements in line with the Health Records and Information Privacy Act 2002 (NSW) and other relevant legislation.

SIGNATURE & ACKNOWLEDGEMENT

I agree to abide by the standards and policies and have read and understood the job description and agree to comply with same.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____