

Role Profile

Position	
Position Title	Human Resource Officer
Business Unit/Program	Corporate Services
Relationships	
Reports to:	Senior Manager Human Resources
Direct reports:	N/A
Purpose of the Position	
To provide support and coordination in the day to day delivery of HR services for all staff in conjunction with the Senior Manager	
Key Responsibilities <i>(the following description of responsibilities is not exhaustive and may include others as directed from time to time)</i>	
Service Delivery	<ul style="list-style-type: none"> • Assist Senior Manager and HR Coordinator in the delivery of HR functions within the organisation • Ensure onboarding compliance for all staff including all pre and ongoing employment checks • Ensure accurate records are maintained in relation to compliance checks that expire such as criminal record checks, working with children checks, first aid, mandatory qualifications and driver licences • Assist with requests for employment and recruitment activities as required • Coordinate and manage all volunteer and student intake • Participate on interview panels as the HR representative • Maintain employee/volunteer/student files and records including worker's compensation • Ensure all HR documentation is industrially compliant • Prepare HR paperwork as required including employment contracts, letters and variations • Liaise with other corporate service departments about relevant changes as required • Provide advice and guidance on HR policies and procedures • Provide training and ongoing support to all staff in relation to HR related systems e.g. ConnX • General HR tasks as directed by manager • Monitor probation reviews of new staff • Maintain and distribute organisation structure charts
Governance, Compliance and Quality Control	<ul style="list-style-type: none"> • Ensure familiarity, understanding and abide by Intereach policies and procedures as outlined in the Employee Handbook • Contribute towards policy development • Keep up-to-date with changes in government legislation, in relevant areas of responsibility

	<ul style="list-style-type: none"> Identify and implement improvements to operational processes and procedures to enhance program functions Maintain confidentiality 		
People and Culture	<ul style="list-style-type: none"> Participate in regular team meetings to discuss progress, issues, planning and professional development Participate in supervision Participate in training and development relevant to the role Actively develop and maintain supportive relationships with all staff 		
Financial	<ul style="list-style-type: none"> When incurring expenses on behalf of Intereach, ensure this falls within budgetary guidelines 		
Work, Health and Safety	<ul style="list-style-type: none"> Understand and comply with WH&S policies and procedures and legislative requirements Communicate with WH&S representatives and supervisors, particularly regarding hazards in the workplace Participate in programs to improve risk management, including health and safety within the workplace 		
Organisational	<ul style="list-style-type: none"> Develop and maintain effective relationships with key stakeholders Champion the values and principles of Intereach within all aspects of our work Become familiar with all programs across the business Actively promote Intereach services and programs within the broader community Liaise with other Intereach teams/services in order to achieve maximum benefit from resources within the organisation 		
Core Competencies			
As defined in the Intereach Code of Conduct Framework	Intereach Value	Competency	Level Required
	Leadership	Communicating with impact	1
		Focus on results	1
	Partnership	Managing relationships	1
		Working as a team	1
	Social Justice	Acts courageously	1
Respects and values differences		1	
Selection Criteria			
Essential	<ul style="list-style-type: none"> Qualification in Human Resources or equivalent experience Knowledge of Industrial Awards Computer literacy: Intermediate-Advanced Microsoft Office skills; competent user of e-mail, internet and HR specific software Highly organised and excellent time management skills Highly developed communication skills Ability to form strong working relationships both internally and externally 		

	<ul style="list-style-type: none"> • Ability to work autonomously and as part of a team • Ability to provide valuable support and guidance to our diverse team
Desirable	<ul style="list-style-type: none"> • Previous experience in recruitment, • Previous experience coordinating volunteers • Certified Return to Work coordinator • Knowledge of Payroll systems
Mandatory Requirements	
Essential	<ul style="list-style-type: none"> • Current drivers licence – some travel may be required • Current Criminal Record Check or willingness to undergo check
Acknowledgement of receipt and understanding of the Role Profile	
Name	
Signature	
Date	