



## POSITION DESCRIPTION

Position Title	Human Resources (HR) Officer
Reporting to	Team Leader - Payroll and Administration
Liases with internally	All Staff
Liases with externally	Government and Non-Government Agencies, Suppliers,
Purpose of the position	The HR Officer provides high-level support and advice to all levels of the organisation in managing their Human Resources needs. The HR Officer is adaptable to the changing daily needs associated with Human Resources, and provides administrative support to other areas of SCMSAC where needed.
Selection Criteria	<p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>• Relevant tertiary qualifications in HR/IR or related fields.</li> <li>• High-level proficiency in the use of all Microsoft Office applications, and HR/Payroll databases/systems.</li> <li>• Ability to maintain filing systems and processes</li> <li>• Highly developed verbal and written communication.</li> <li>• Strong analytical and problem-solving skills, with the capacity to prioritise competing demands.</li> <li>• Working with Children Check, Working with Vulnerable People Registration and National Police Check.</li> <li>• Current Drivers Licence.</li> <li>• Being vaccinated against Covid-19 is a requirement of this role, to ensure that SCMSAC fulfils its WHS obligations. The incumbent must remain up to date with current ATAGI (Australian Technical Advisory Group on Immunisation) national advice regarding vaccines and booster shots or, provide evidence exemption eligibility.</li> </ul> <p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"> <li>• Aboriginality*</li> </ul>
Behaviours Required	<ol style="list-style-type: none"> <li>1 Innovative and strategic thinking</li> <li>2 Client focused</li> <li>3 Solutions driven</li> <li>4 Honesty and Integrity</li> <li>5 Self-motivated</li> </ol>
Organisational Values	<ol style="list-style-type: none"> <li>1 Deliver excellence through quality service provision, collaboration and measuring outcomes.</li> </ol>

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	<ol style="list-style-type: none"> <li>2 Be passionate, caring and respectful in everything that we do.</li> <li>3 Be a socially responsible, culturally supportive presence in each of our communities.</li> <li>4 Be creative and flexible in our responses to community needs, listen and learn so that we can do things better.</li> <li>5 Deliver quality evidence-based services with financial integrity to achieve sustainability and measurable outcomes.</li> <li>6 Contribute to shared learning through research and partnerships.</li> </ol>
Key Performance Indicators	<p><b>Day to Day / General</b></p> <ul style="list-style-type: none"> <li>• Support the HR Manager with recruitment by preparing job descriptions, posting ads and other administrative tasks associated with the recruitment process</li> <li>• Attend at least two career expo days per annum.</li> <li>• Ensure all payroll documentation is provided to payroll by the end of week one for any new employees.</li> <li>• Ensure induction/on boarding schedule for new employees is finalised one week prior to their start date.</li> <li>• Contribute to policy development and supporting its implementation via information and workforce consultation</li> <li>• In collaboration with the HR Manager, support the development and implementation of HR initiatives, systems and other business processes</li> <li>• Maintain employee records (electronic and paper) according to policy, procedure and legal requirements</li> <li>• Review HR Dashboard Reports weekly, ensuring that all staff probity checks are current.</li> <li>• Provide back up support to the finance team as required (including payroll).</li> <li>• Attend relevant meetings. Be punctual, prepared, and ready to participate.</li> <li>• Actively participate in monthly documented support and supervision sessions.</li> <li>• Participate in annual performance review</li> <li>• Other duties as reasonably requested by the CEO or delegate.</li> </ul> <p><b>Communication and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Maintain client confidentiality.</li> <li>• Communicate in a professional and respectful manner.</li> <li>• Report matters in line with SCMSAC's Notifiable Events Policy.</li> <li>• Participate in decision-making and joint problem solving.</li> <li>• Build positive partnerships, both internally and externally</li> </ul>

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	<p data-bbox="440 387 783 423"><b>Information Technology</b></p> <ul data-bbox="491 448 1374 562" style="list-style-type: none"> <li data-bbox="491 448 1374 521">• Utilise IT Systems and equipment in line with SCMSAC policy and procedure.</li> <li data-bbox="491 526 1121 562">• Collect and analyse data, specific to your role.</li> </ul> <p data-bbox="440 584 919 620"><b>Continuous Quality Improvement</b></p> <ul data-bbox="491 645 1422 880" style="list-style-type: none"> <li data-bbox="491 645 1422 719">• Actively participate in organisational continuous quality improvement initiatives.</li> <li data-bbox="491 723 1422 797">• Actively participate in the implementation of outcomes from program quality audits.</li> <li data-bbox="491 801 1422 880">• Ensure that you are familiar with agency and program accreditations and your obligation to uphold these in your day to day role.</li> </ul> <p data-bbox="440 902 616 938"><b>Child Safety</b></p> <ul data-bbox="491 963 1422 1115" style="list-style-type: none"> <li data-bbox="491 963 1422 1037">• Adhere to mandatory reporting requirements in line with SCMSAC Child Protection and Child Safety Policy and Procedure.</li> <li data-bbox="491 1041 1422 1115">• Complete centralised mandatory ROSH reporting process in line with SCMSAC Child Protection and Child Safety Policy and Procedure.</li> </ul> <p data-bbox="440 1137 858 1173"><b>Workplace Health and Safety</b></p> <ul data-bbox="491 1198 1422 1393" style="list-style-type: none"> <li data-bbox="491 1198 1422 1272">• Adhere to WHS obligations as outlined in our WHS Policies/Procedures.</li> <li data-bbox="491 1276 1222 1312">• Comply with relevant PPE requirements for your role.</li> <li data-bbox="491 1317 1422 1393">• Report all incidents, hazards and risks in line with SCMSAC Policy and Procedure.</li> </ul>

*\*Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*

## Employee Acceptance

I, \_\_\_\_\_, accept this description is an accurate statement of the duties, responsibilities and other requirements of the job. I have read and understood this document and agree to undertake the duties and responsibilities as listed.

_____ Name/Role	_____ Signature	_____ Date
_____ Name/Role	_____ Signature	_____ Date