



HEALTH SERVICE
Position Description

Human Resources Officer
April 2022



POSITION TITLE

Human Resources Officer

Wellington Aboriginal Corporation Health Service

LOCATION

Western Sydney or Western NSW

POSITION TENURE

Permanent

WHO WE ARE

Wellington Aboriginal Corporation Health Service (**WACHS**) aims to empower targeted Aboriginal and Torres Strait Islander people to take control of their individual, family and community health and wellbeing needs through the community-controlled model. Our main services are located in Wellington, Dubbo, Moree, Western Sydney, Penrith, Nepean Blue Mountains, and we provide outreach services to other towns and communities through our regional programs

We are an Aboriginal Community Controlled Health Service offering Primary Health Care Services and an Integrated Care program, as well as a number of specialist clinical staff and AHW's, a Specialist Programs Unit incorporating Social & Emotional Wellbeing, Child & Family Support, Drug & Alcohol, Aboriginal Family Health, Aboriginal Local Support, a Healthy for Life (H4L) Program, Maternal & Child Health Worker, Aboriginal Health Workers, Youth Health Worker and Dietitian targeting Maternal & Child Health and Chronic Diseases, regional programs including Australian Nurse Family Partnership Program, Aboriginal Children's Therapy Team, Tackling Indigenous Smoking Program. Our staff are supported by an Executive Management Team located across our service areas.

www.wachs.net.au www.gwahs.net.au

POSITION DESCRIPTION

This position is responsible for providing people and culture support across the organisation. The key objectives of the role include to:

- 1) Provide first line of Human Resources guidance and support to the organisation across the full range of HR functions and activities;
- 2) Support all HR projects
- 3) Oversee all culture initiatives including working with the corporate support officer to manage social media and website delivery;

REPORTING TO

This position reports to the Human Resources Manager.

DIRECT REPORTS

No positions report directly to this role.

KEY RESPONSIBILITIES OF THIS ROLE

Employee Management

- Respond to all enquiries with a supportive, professional and respectful manner escalating to the appropriate person where required
- Provide high level administration support for all HR activities
- Ensure timely and accurate information is entered into all HR systems and other relevant data bases
- Coordinate the probation process
- Coordinate the review process
- All information is to be kept strictly confidential

Employee Lifecycle

- Coordinate all recruitment activities including but not limited to; advertising, shortlisting, screening, interviewing and reference checking
- Coordinate the on boarding process including but not limited to; conducting safety screen checks like police checks, workers rights eligibility and working with children checks as well as supporting employees with guidance on the process and the preparation of on boarding documentation
- Coordinate the induction processes
- Coordinate the off boarding process including but not limited to the organisation of return of property and collection of feedback through employee experience questionnaires

Culture and Communications

- Manage and maintain the organisation LinkedIn page in conjunction with the Corporate Support Officer
- Post all HR and Culture related posts through all social media channels including but not limited to: LinkedIn, facebook, Instagram, website, newsletters other channels as required
- Work with the Corporate support officer and any relevant external providers to develop content for HR and Culture related information
- Oversee and coordinate all HR and culture initiatives as outlined by the strategic plan

Reports & Statistics

- Support Human Resources Manager in the development, contribution and maintenance of all HR and WHS reporting.
- Assist across the organization with all HR systems and Payroll reporting when required.
- Support Corporate Support Officer with HR accreditation and auditing activities.

Systems, Policy and Procedure Development

- Develop and maintain all policies and procedures to ensure that WACHS are demonstrating consistent practices in line with strategic objectives.
- Maintain and promote a workplace free from discrimination and harassment
- Adhere and comply with and promote legislated regulations including WHS and EEO across the organisation.

Other responsibilities as delegated by management within the scope of this position and your skills and experience.

SKILLS AND EXPERIENCE REQUIRED

- A minimum of 2 years' experience working in Human Resources with previous experience in providing sound advice to all levels of an organisation, preferably for an Aboriginal organisation, not-for-profit or community services organisation.
- Strong interpersonal communication skills (both written & verbal) and proven ability to work with relevant stakeholders
- Outstanding stakeholder management and relationship building skills demonstrated in complex environments
- Ability to engage and influence a variety of personality types
- Excellent attention to detail with an ability to organise and multi task effectively
- Experience with an HRIS is essential; experience with IntelliHR would be an advantage
- Demonstrated competency working with Microsoft Office 365
- The ability to work effectively autonomously and within a team
- Proven team player, able to thrive in a highly changeable setting and work with people cross functionally
- Flexible, proactive and solution-focused
- Ability to hold all relevant security clearances including the National Police Check and Working with Children clearance in accordance with WACHS policy and procedures