

**Mission:** Concern Australia works in partnership with young people and children, creating opportunities for them to enjoy full and meaningful lives.

**Vision:** An Australia where young people and children have HOPE for a successful and positive life.

**Values:** Faith ♦ Integrity ♦ Respect ♦ Belonging.

|                              |   |
|------------------------------|---|
| <b>POSITION TITLE:</b>       | <b>Human Resource Officer</b>   |
| <b>AWARD CLASSIFICATION:</b> | Band/Level: 4.1 MA0000100<br>0.6 FTE plus super and salary packaging<br>Up to \$65,000 p.a. |
| <b>DEPARTMENT:</b>           | Business Operations   |
| <b>DATE APPROVED:</b>        | 29 <sup>th</sup> August 2018  |
| <b>APPROVED BY</b>           | CEO   |

Concern Australia is a dynamic not-for-profit Christian organisation which finds its roots in the work of Rev Dr John Smith who also founded the God’s Squad Christian Motorcycle Club in the 1970s.

Today we work with young people and children 5-21 years, creating opportunities for them to enjoy full and meaningful lives. Late 2016 we launched 2020VISION, our new Strategic Plan and we are working to realise 4 shared goals to be

PEOPLE-CENTRED ♦ LEADER ♦ PARTNER ♦ STEWARD

Our work focusses on the innovation, development and delivery of responses in the areas of Education; Housing & Homelessness; and Justice. Each year we connect 30,000 vulnerable young people across Australia through the following activities:

**Education**

- Values for Life – seminars within primary and secondary schools to 25,000 students, parents and teachers across Australia.
- LiveWires – an after school care and holiday programs for 80 school aged children and support to 40 families living in the Collingwood housingestate.
- Hand Brake Turn – pre vocational automotive training to 80 trainees per year

**Housing & Homelessness**

- InsideOut – the provision of Out-Of-Home-Care in partnership with the Victorian Government’s Department of Health and Human Services through the Enhanced Lead Tenant Program offered to young people living in 17 properties across metropolitan Melbourne.
- STEPS Outreach Service – support to over 500 homeless young people from the steps of Flinders Street station.

**Justice**

- Chaplaincy and support services for young people at the Malmsbury Youth Justice Centre.

**ORGANISATIONAL RELATIONSHIPS**

|                           |   |
|---------------------------|---|
| <b>REPORTS TO:</b>        | General Manager Business Operations   |
| <b>SUPERVISES:</b>        | -   |
| <b>INTERNAL LIAISONS:</b> | Executive, Program Managers, Staff and Volunteers   |
| <b>EXTERNAL LIAISONS:</b> | Professional networks and corporates, clients, current and potential students, volunteers, government, donors, philanthropists, funders |

**POSITION OBJECTIVES**

- Support the development and implementation of HR Initiatives and systems
- Provide advice on policies and procedures including creation and revision
- Actively participate in all recruitment by preparing job descriptions, posting ads, supporting the hiring process and maintaining appropriate records
- Provide administration support to ensure compliance with OH&S processes

**KEY RESPONSIBILITY AND DUTIES**

- Support the development and implementation of HR initiatives and systems (HR Framework)
- Create and update HR policies and procedures
- Create and implement effective onboarding and exit plans for both staff and volunteers
- Coordinate all HR administration including employee and volunteer records in line with compliance for all regulatory bodies
- Develop training and development programs
- Assist in performance management processes
- Support the management team in disciplinary and grievance issues
- Create and report on HR Metrics
- OH&S administration and tasks as directed
- Secretary of the OH&S Committee
- Projects and other tasks as directed

**INTERPERSONAL SKILLS**

- Reliability and discretion with confidential matters
- Adaptability with workflow pressures
- Communication, negotiation and relationship-building skills
- Outstanding organizational and time management skills
- Attention to detail
- Problem solving skills
- Good discernment skills
- Friendly, positive and proactive approach

**QUALIFICATIONS AND EXPERIENCE**

- Completion of an HR qualification and/or proven relevant experience in an HR position (minimum 5 years' experience)
- Sound understanding of ER legislation including NES, FWA and Award Interpretation
- Excellent communication skills
- Highly competent in Microsoft Office applications

**KEY SELECTION CRITERIA**

1. Qualification and/or 5 years' experience in a similar role (Not for Profit would be great)
2. Excellent written and verbal communication skills with proven ability to confidently convey ideas and information
3. Planning and organizing with ability to identify processes, tasks and resources required to achieve a goal
4. Ability to prioritise your work load in a fast paced environment
5. Demonstrated experience in working with all levels of management including Board members, CEO and Senior Management
6. Demonstrated experience in ER legislation including NES, FWA and Award Interpretation
7. Demonstrated commitment in line with Concern Australia's Values