Job Description Form

**Human Resources Officer**

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| **Vision Statement** |

**Aboriginal people in Kununurra** and the North-East Kimberley are supported to live

## prosperous lives that are strong, healthy, and culturally safe.

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| **The Purpose that defines us** |

We bring **clinical, cultural, and community expertise** to deliver accessible and

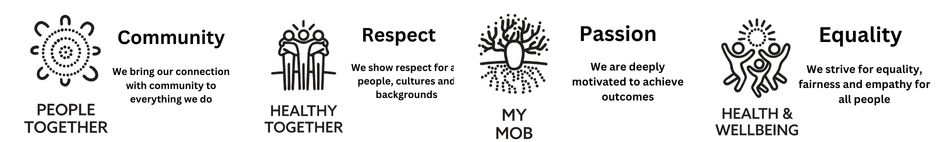
**holistic health and wellbeing care** for people in the North-East Kimberley.

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| **Aboriginal Community-led** |

We are connected and accountable to the communities we serve. We are governed by Aboriginal community leaders. We deliver services in culturally safe ways, bringing the best of medical and cultural expertise to achieve positive health outcomes. Working with and responding to Aboriginal communities is central to what we do.

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| **Organisational Values** |

The Ord Valley Aboriginal Health Service has been providing critical health and support services to local Aboriginal people since 1984. Our ambition is to deliver socially, culturally, and financially accessible health care that supports communities in the North-East Kimberley to be strong, healthy and safe. The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.



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| **Position Title** | Human Resources Officer |
| **Work Group** | Corporate Services |
| **Work Unit** | * Administration/Corporate Services * Quality Improvement |
| **Reports To** | Deputy CEO |
| **Direct Reports** | 0 |
| **Award / Agreement** | *Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020* (Cth) |
| **Award Classification** | Grade 5 (86,619.94 – 90,267.63) + benefits |
| **Approved by CEO** | 11.08.2023 |

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| **Team Structure** |

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| **Position Purpose** |

This role is a fixed term position supporting human resource and quality improvement services at OVAHS and based in the Kununurra office. The position is a contract position available from the date of employment for a period of 6 months, with possibility of extension.

The HR Officer will provide support to current and future projects with a strong focus on coordinating the organisations transition to online human resource, financial and training management systems, development of relevant policies and procedures relating to projects, and being the first point of contact for staff and management relating to HR queries, onboarding, and induction.

The role will provide assistance to the Senior Manager Team (SMT) by contributing to the accomplishment of Human Resource practices and objectives that will provide an employee oriented, high-performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

**Aboriginal and/or Torres Strait Islander persons are strongly encouraged to apply.**

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| **Strategic Alignment** |

The organisation’s Strategic Plan 2023- 2026 has four (4) overarching strategic goals, with each goal having specific outcomes.

The role of the Human Resources Officer is aligned with all four Strategic Goals.

**A close-up of a diagram

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| **Key Stakeholder Relationships** |

External

* Aboriginal Community Controlled Health Services across the Kimberley region and Western Australia, other not-for-profit services, and businesses as relevant to the role
* Liaises with a variety of government agencies, stakeholder representative groups and community groups.

Internal

* Maintains close working relationships with other officers, team members and employees of Ord Valley Aboriginal Health Services.
* Works in collaboration with the Senior Management Team and in consultation with the Board of Directors.

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| **Responsibilities of this Position** |

**Human Resources**

* Support and work closely with the SMT in the recruitment and selection of new employees.
* Coordinate the onboarding and induction of new employees, including enrollment in relevant training.
* Maintain OVAHS Human Resources policies, practices, and procedures.
* Maintain employee qualification and license management systems.
* Prepare draft standards, policies, and procedures to meet any identified gaps, where required.
* Support accreditation processes including audits, policies and procedures, action plans and employee education.
* Working with the Deputy CEO, complete employment contracts and addendums for existing and new staff as signed off in accordance with OVAHS policies and procedures.
* Respond to employee HR queries and be the first point of contact for all HR-related matters, where appropriate.
* Work with the Deputy CEO to identify and respond to training needs and opportunities across the organisation.
* Where relevant, provide in-house training in areas of competency.

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**Quality Improvement**

* Coordinate the development, implementation and transition to online management systems including human resources, payroll, and training.
* Identify opportunities for OVAHS to develop traineeship or career pathway support programs.
* Review and updating of OVAHS online social and other media.
* Work with the SMT to ensure the quality management framework is consistent with relevant national and international standards, including ISO 9001:2015 accreditation.
* Review and update quality controls and procedures.

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| **Quality Management System**   * Actively participate in the organisation’s QMS (LOGIQC). * Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed. * Demonstrate leadership and commitment to promote continuous quality improvement initiatives, give assurance that the quality objectives are measured and ensure the QMS achieves intended results by engaging and supporting employees to contribute to the effectiveness of the QMS.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **General**   * Demonstrate a strong commitment to uphold and contribute to the organisation’s mission, objectives, and values. * Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture. * Attend and participate in professional development activities including workshops and training as required. * Attend and participate in Employee Development Days. * Participate and comply with all Work Health and Safety responsibilities as per the *Work Health and Safety Act 2020* (WA). * Identify and assist to reduce Work Health and Safety hazards and risks. * Follow the reasonable direction of Work Health and Safety representatives.   This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated between both parties to meet the ongoing needs of the organisation. |
| **Position Performance Indicators** |

The below Key Performance Indicators (KPI’s) are used to assess, measure, evaluate, manage, and reward performance within each key result area of this position.

The below KPI’s are to be assessed in line with the organisation’s performance development framework.

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| **Key Result Area** | **Key Performance Indicators** |
| **Compliance & Reporting** | * Effective completion of all Work Unit contractual obligations including program delivery, funding reports, evaluations, and compliance requirements. |
| **Quality**  **Management**  **System (QMS)** | * Ensure all tasks assigned to this position are completed within a six (6) week period. * Actively lead continuous quality improvement initiatives across the organisation and promote an environment of effective CQI practices. |
| **Competency Profile for this Position** | | |

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

Qualifications, Skills, Experience and Knowledge

Essential criteria

* A practical understanding of Human Resources and a general awareness of the current employment legislation, Fair Work, WHS, and employment laws.
* Ability to work independently and as part of team.
* Ability to work effectively and appropriately with people of Aboriginal and Torres Strait Islander descent.
* Highly developed written communication skills including the ability to write clearly and concisely, prepare complex written reports and manage the output of quality information.
* Highly developed interpersonal skills including negotiation and consultation skills and the ability to proactively establish and sustain effective stakeholder relationships.
* Substantial experience in the development, review and implementation of policies and strategies.
* Effective organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines.
* Suitable skills in office computing applications including word processing, spreadsheet, database, presentation software i.e. PowerPoint or similar.
* A proven ability to foster strong relationships and work collaboratively with diverse communities to inform decisions, planning, strategy, and action.
* Results focused approach with the ability to identify and act on opportunities to improve short and long-term performance.
* Some financial management and budgeting skills to support business goals and objectives.

**Desirable criteria**

* The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.
* Possession of qualification/s in human resources of finance-related areas.
* Deep understanding of applicable employment laws and experience managing complex industrial and employee relations situations involving senior level staff.

**Practical Requirements**

* A current Western Australian driver’s license and willingness to drive is essential.
* A current National Police Check (within previous 3 months).
* Some work out of normal hours of duty may be required.
* Depending on the nature of the region, some travel on light aircraft may be required.
* Intra and inter-state travel including overnight absences may also be required.

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| **Acknowledgment and Acceptance by Appointed Employee** |

I certify that I have read and understand the responsibilities assigned to this position.

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| Employee Name: |  |
| Signature: |  |
| Date: |  |