

Human Resource Development Officer

Permanent full-time: 35 hours a week (flexible hours for the right candidate)
\$66k to \$72k per annum + super and salary packaging

Holdsworth Values – Trust, Kindness, Openness and Independence

Holdsworth believes in a community where all people have the support and services they need to maintain an independent, active and fulfilling life.

We encourage everyone, regardless of their age, mobility or other circumstances to live the life they dream of by:

- building their own personal capacity;
- having a voice and make choices;
- making meaningful social connections in their community.

Our Community

Throughout Sydney, we support:

- children and adults living with intellectual disabilities;
- families with young children;
- older people who may be frail, ill, lacking mobility, experiencing social isolation or living with dementia; and
- their families and care givers.

The Role

Holdsworth staff, volunteers and partners are exceptionally good at their job, they have a passion for their community and enjoy working together as a team. We want a workplace where people feel valued and supported to achieve their very best.

We are currently looking for a positive, motivated and flexible person to provide planning and support for Holdsworth staff and volunteer processes including training, recruitment, on boarding, exiting, performance and rostering.

Essential Criteria

- Tertiary qualifications in a Human Resources field;
- At least 2 years' relevant experience in an HR team (experience in the NfP sector preferable);
- Strong knowledge of the Australian employment laws and legislation;
- Strong working knowledge of Microsoft Office and comfort with online database systems;
- Excellent communications skills with an ability to work with people across the whole organisation;
- Positive attitude to older people, people living with a disability or memory loss and their carers;
- The ability to work effectively as part of a team and autonomously.

Application

If you have any questions, please call Ruth Kestermann (CEO) on 9302 3600. Applications should be emailed to info@holdsworth.org.au - interviews on application



POSITION DETAILS

Position Title: HR Development Officer

Position Aim: To support the quality delivery of human resource development processes at Holdsworth.

Reporting To: Volunteer Coordinator and CEO

Supervising: None

Award Placement SCHCADS Award Level 4
(Annual salary range \$66k to \$72k +9.5% superannuation and salary packaging)

Position Based: Office

Position Status: Permanent Full Time

Hours: 35 hours a week Monday to Friday

All positions at Holdsworth are classified under of the Social, Community, Home Care and Disability Services Industry Award 2010. Paypoint will be negotiated based on experience.

Special Requirements:

- All employees of the Centre must undergo a National Criminal check and have a current Working with Children background check.

Signed by Employee:	Signed by CEO:
Date:	Date:
Review Date:	



Key Areas of Responsibility

Planning and Implementation of HR processes:

- Administering the recruitment process (internal and external) – posting job ads, supporting Managers to screen and short list applicants, setting up interviews and carrying out reference checks;
- On-boarding and exiting of staff and volunteers including induction, checks and set up;
- Support annual performance review process which promotes Holdsworth's core values;
- Maintenance of learning and development program and budget which promotes high quality services and best practice workforce development;
- Provide HR advice and guidance to staff;
- Support management in dispute resolution and the handling of grievances;
- Work with senior management to build an engaging and collaborative workplace culture;
- Support the implementation of a cloud-based rostering system;
- Work closely with management to develop talent and identify capability gaps across the organisation;
- HR administration for staff and volunteers.

Community Partners

- Represent Holdsworth in the community in a positive manner.
- Assist with events, fundraising, communication and information dissemination for Holdsworth Community as required.

General

- Consider continuous improvement methodology in all aspects of operations;
- Deliver effective systems which maximise the use of available resources;
- Other duties related to position as directed by the CEO;
- Comply with Holdsworth policies, procedures and Code of Conduct at all times.

Key Performance Indicators

- Successful administration of Holdsworth recruitment processes - evidenced by positive feedback from managers and candidates;
- Implementation of an effective performance management system which promotes Holdsworth values and a positive work culture – evidenced by manager and staff feedback;
- Successful administration of the Holdsworth training schedule evidenced by up to date workforce qualifications and appropriate skill development within the training budget;
- Successful support of rostering system evidenced by staff and volunteer feedback;
- Evidence of accurate and relevant recording;
- Positive contribution to the motivation and morale of the Holdsworth team.

