



Dja Dja Wurrung Clans
Aboriginal Corporation

Position Description	
Position Title:	Human Resources Officer
Location:	Bendigo
Term:	Full-time (38 hours per week) Fixed term (2 years)
Salary:	\$65K-\$70K + Super (dependent on skills and experience)
Reports to:	Program Manager Business Services

Overview of Corporation

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) actively works to progress the aspirations of the Dja Dja Wurrung (DDW) community. It is incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) and is regulated by the Office of the Regulator of Indigenous Corporations. Established in 2004, the principal objectives of the Corporation are to:

- Promote the health and wellbeing of the DDW People; and
- Protect and promote the laws, culture, property rights and human rights of the DDW People.

DDWCAC is a Registered Aboriginal Party with the responsibility to protect, manage and preserve DDW cultural heritage, including tasks associated with Cultural Heritage Management Plans and ceremonies such as Welcome to Country and Smoking.

In 2013, the DDW People achieved a Recognition and Settlement Agreement (RSA) with the State of Victoria, which formally recognises the DDW people as the traditional owners for part of Central Victoria. The DDW people nominated the DDWCAC as the 'traditional owner group entity' for the purpose of the settlement, meaning it holds and manages the settlement on behalf of the DDW people.

Primary Purpose of Position

The Human Resources Officer will facilitate new hires for the company. This will include screening, recruiting, interviewing, and placing workers. They will on-board new employees and guide new employees through the complicated process of benefits and compensation. HR represents both the employee and the company. The Human Resources Officer will be organized and perform administrative and strategic hiring duties. They also have the crucial task of complying with all local, state, and federal regulations for HR.

Accountabilities

- Manage and maintain employee records, associated databases, and systems with a highly refined attention to detail and ensure all audit and compliance checks are completed.
- Manage end-to-end recruitment process including advertising job vacancies, shortlisting applications, conducting the initial round of interviews using the selection matrix (skills, experience, and qualifications), drafting employment contracts and ensuring all new starter paperwork's are completed. Conduct exit interviews and ensure all exit requirements are completed as part of the off-boarding process.
- Develop Recruitment goals, policies, and procedures
- Carry out general administrative tasks and provide timely day-to-day HR advice and support to staff on general HR queries or employee concerns within the organisation, escalating where appropriate.
- Oversee employee health and safety procedures
- Organize and manage new employee orientation, on-boarding, and training programs
- Manage the Performance Review and Planning (PRP) process for the organization including probationary reviews, annual reviews, performance monitoring and assist in creating a performance management plans, where required.
- Provide information and advice on employee benefits, programs, and education.
- Ensure all legal compliance for human resource federal and state requirements are met
- Review Health and Safety and employee wellness and welfare procedures.
- Represent employer in community and recruiting events

- Oversee social events
- Coordinate and monitor workplace injuries and Workcover claims and provide advice to both management and staff in this regard.
- All other reasonable tasks as negotiated with your line manager.

Key Selection Criteria

- Strong computer literacy and software skills, including Office 365 - Microsoft Word, Excel, and Outlook.
- Minimum of 3 years' experience in a HR Officer role. Candidates must also have a degree in HR (or working towards) or equivalent.
- Demonstrated experience in generating employment documents and implementing HR processes with highly refined attention to detail.
- Demonstrated project management skills, with the ability to initiate, plan and organise multiple projects and work programs and managing conflicting priorities, and meeting deadlines.
- Proven ability to provide accurate and timely claims and injury management advice against the relevant legislation and statutory frameworks.
- Demonstrated experience with interpreting relevant employment related legislation including Fair Work Act, National Employment Standards and Modern Awards
- Proven ability to successfully manage training and license requirements and compliance obligations.
- A current Australian Drivers License.

To work within the Dja Dja Wurrung Group applicants must have:

1. An understanding of the importance of Country to Traditional Owners and the recognition of Dja Dja Wurrung as the traditional owners of central Victoria.
2. An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
3. A commitment to and understanding of Dja Dja Wurrung culture.
4. A commitment to Aboriginal self-determination.

Essential Personal Qualities

- Genuine appreciation and respect for Aboriginal people and their culture
- Knowledge of and commitment to understanding Dja Dja Wurrung culture and the ability to easily communicate with indigenous people
- High ethical standards, personal integrity, and high degree of self-motivation
- Proven ability to create and maintain an expectation of trust, respect and confidentiality and the ability to display and enact sound judgment regarding highly sensitive and/or critical issues.
- A commitment to safe work practices.
- Excellent verbal, written and interpersonal skills, a courteous and polite manner.
- Capacity and willingness to accept direction and to work as part of a team in a multi-skilled working environment.

How to Apply

For further information on this position, please contact Cassandra Lewis, DDWCAC General Manager, on 0458 303 077.

Please submit applications, including a covering letter, CV, and statement addressing the Key Selection Criteria (applications that do not address the Key Selection Criteria will not be considered).

Email: HR@djadjawurrung.com.au

Post:

Human Resources Officer
Dja Dja Wurrung Clans Aboriginal Corporation
PO Box 1026
Bendigo Vic 3552

By 5.00pm on Wednesday September 30th, 2020



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