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| Position Title: | Human Resources Manager |
| Employment Type: | Part Time 22.8 hrs per week (0.6 FTE) |
| Reports to: | General Manager - Operations |
| Direct Reports: | Nil |
| Organisational relationships | Work closely with management team, administration team, therapy team and externals as required. The role will also liaise and interact with the events management team (with respect to Volunteer recruitment and onboarding). |

Key responsibilities & duties

- Manage end to end recruitment including development or review of position descriptions, advertising, interviews, reference checks, contracts, timetabling and onboarding/induction of staff and volunteers (other than Board members), including (without limitation):
 - undertaking worker screening including ensuring relevant qualifications, certifications identity verification, licences and registrations are checked;
 - ensuring the Office and Finance Administrator is provided with information required to ensure new staff are loaded into payroll and obtain entitlements in accordance with their contract;
 - ensuring the Practice Manager is kept up to date with onboarding progress to enable training to be scheduled efficiently.
- Manage ongoing NDIS worker compliance checks and reporting.
- Manage the staff performance review schedule including tracking completion of performance reviews and coordinating with the Practice Manager to schedule review meetings.
- Liaise with the Clinical Director, Practice Manager and Clinical Interns on the progress of Therapy Assistants including:
 - pro-actively tracking Therapy Assistant qualification progression, information sharing on potential career progression and identification of therapists coming up to (or in) their final year of external study;
 - identifying Therapy Assistants for potential progression as a Clinical Intern, Co-Supervisor or future senior clinical staff roles;
 - mental health and wellbeing.
- Manage the return-to-work process for injured workers or those having taken parental leave
- Manage the worker exit/separation procedure
- Assist with staff human resources queries and complaints, referring or escalating matters to the General Manager - Operations or Practice Manager as required.
- Active participation in team meetings, including preparing agenda and taking minutes for the monthly administrative team meeting.



- Provide support to the General Manager-Operations with respect to Fair Work and Award compliance including, where requested, review of casual and part-time staff cumulative hours worked to determine paypoint rate changes and casual conversion compliance procedures.
- Provide support and/or advice to management on human resources matters as requested
- Notwithstanding the above, other duties as reasonably directed

Quality and safety

- Commitment to the Child Safe Standards
- Ensure adherence to relevant quality, risk management and occupational health and safety, and other relevant areas
- Promote and uphold a workplace free from bullying, harassment and discrimination
- Recognise and manage risk and ensure that actions are taken to prevent and minimise harm to clients and staff
- Respond to and/or provide support to staff during incidents and high-risk activities at the centre
- Inform Practice Manager/General Manager of any outstanding risks

Requirements

- HR or related qualification
- Demonstrated experience as a HR coordinator/manager
- Previous experience in a Not For Profit organisation and/or child services sector
- Experience with industrial awards (SCHADS and HPSS preferred but not essential)
- Experience with end-to-end recruitment
- Strong administrative skills
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Excellent time management skills and ability to multi-task and prioritise work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organisational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- Positive, can do attitude
- Tact and discretion in managing complaints and performance
- Able to maintain confidentiality and deal with sensitive information



LearningforLife
AUTISM CENTRE INC
Helping children with autism
reach their full potential

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ABN: 47 260 122 955

Conditions

- Any staff member required to drive vehicle in the course of their duties required to hold and present a valid driver's licence
- New employees subject to 6 month probation period
- Employment conditional on current and satisfactory Working with Children Check, National Police Clearance no less than 2 years old
- Must be considered suitable to work in the disability sector through Worker Screening requirements
- Completion of NDIS Worker Orientation Module
- Compliance with NDIS Code of Conduct and Code of Conduct for relevant professional body relevant to the role
- May be required to participate in First Aid and other occupational training
- Comply with all company policies and procedures and financial/HR delegations, which may change from time to time
- Out of hours work may be required
- Provide receipts for reimbursement

The Learning for Life Autism Centre Inc supports diversity and inclusion, and we have zero tolerance for discrimination and harassment because of neurodiversity, race, colour, age, religion, sex, national origin, gender identity or expression, sexual orientation, disability, veteran, military or marital status, genetic information or any other protected status.

We are committed to the safety and wellbeing of children and have zero tolerance for child abuse.

Employee acknowledgment of position description:

Name: _____ **Signature:** _____

Date: _____