

## Position Description

<b>Title:</b>	Human Resources Officer
<b>Unit:</b>	Corporate Services Unit
<b>Reports To:</b>	Executive Manager, Human Resources
<b>Direct Reports:</b>	N/A
<b>Time Fraction:</b>	24 Months
<b>Employment Status:</b>	Full Time
<b>Location:</b>	17-23 Sackville Street, Collingwood 3066

### About VACCHO

Established in 1996, VACCHO is the peak representative for the health and wellbeing of Aboriginal and/or Torres Strait Islander peoples in Victoria. We lead and support Aboriginal Community Control and the broader health and social services sector to deliver transformative health and wellbeing outcomes for Aboriginal and/or Torres Strait Islander peoples. Our Membership comprises 32 Aboriginal Community Controlled Organisation (ACCOs), providing support to approximately 50,000 Aboriginal and/or Torres Strait Islander peoples across Victoria.

VACCHO's vision is for vibrant, healthy, self-determining Aboriginal communities, and our Strategic Plan: *On Solid Ground (2021-26)*, outlines our bold steps to get there.

### Unit Overview

The Corporate Services Unit provides organisation-wide business support services based on specialist knowledge and technology to serve internal and external stakeholders and business partners. The Unit comprises staff focussed on covering Finance, Operations/Administration, Quality, Risk, Compliance & Safety, Media & Marketing, Communications, Human Resources, Cultural Safety Services, Shared Business Services and Executive Support. VACCHO's Human Resources Team provides effective human resources expertise and advice across all levels of the organisation to support VACCHO's strategic direction and people management. The HR Team also provides external HR support to VACCHO members when required.

### Role Overview

The purpose of the Human Resources Advisor position is to provide transactional and HR support functions across the entire human Resources life cycle as well as undertaking HR Projects on an adhoc basis. This position will provide administration support and enable VACCHO to reach its strategic goals and operational objectives. This role is achieved by delivering timely, professionally, and proactively to support services throughout our organisation. Human Resources provides strategic advice and direction to the Executive team, managers and staff on the full range of people management functions, such as organisational development, recruitment and retention, performance management and health and well-being.

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## Position Description

### Key Responsibilities

- Ensure the effective workflow within the HR Unit through monitoring, prioritising, delivering, and resolving HR processes and enquiries.
- Review and streamline systems and processes to support a high level of efficiency and continuous improvement in HR service delivery.
- Provide quality administrative support to ensure all employee records and changes to employment arrangements are correctly applied for, actioned with required timelines, and recorded accurately within the HR filing system.
- Assist in the development of less experienced team members and participate in self development to ensure the HR skills and knowledge levels within the expectations of VACCHO.
- Provide information, advice and support to managers and employees on terms and conditions of employment, from general to the more complex issues that may arise and support HR management where necessary.
- Advise and support managers with performance management issues, escalate more complex issues as required.
- Develop and support the HR policies and procedures and ensure that all legislative requirements are met.
- Support recruitment activities, ensuring hiring managers are supported and are provided with individual consultancy and advice through the recruitment, selection, and onboarding and exit processes.
- **Attending and contributing to internal committees such as:**
  - OH&S
  - Rainbow Tick Accreditation
  - Quality Risk, Compliance & Safety
- Ensure the key principles of *Culture and Kinship: Our Choice, Our Way; and Knowledge* are embedded throughout your work and the work of your team
- Regular attendance and participation at Corporate Services unit meetings and all-staff meetings.
- Undertake other duties appropriate to the level of the position, as directed by the Unit Manager to meet Unit objectives.

### Compliance with VACCHO Standards

1. **VACCHO is an Equal Opportunity Employer** and abides by the Equal Opportunity Act (2010); we are committed to ensuring our workplace and Member Support Services reflect this. Everyone is welcomed at VACCHO, and all candidates are encouraged to apply regardless of age, cultural background, ethnicity, gender, sexual orientation, or religious affiliation. VACCHO strongly encourages Aboriginal and/or Torres Strait Islander peoples to apply for all advertised VACCHO roles.
2. **VACCHO is committed to Diversity and Inclusivity**, and we are currently undergoing Rainbow Tick Accreditation

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VACCHO is committed to welcoming and embracing the diversity of cultures, identities, gender, sex, and sexually diverse identities and expressions, experiences, beliefs, and values of all people. VACCHO believes in the right for all people to always be treated with respect and dignity, and that all people who govern, work for, undertake work at, or visit VACCHO should always feel safe and included at VACCHO.

3. **VACCHO is OHS compliant** and requires all employees to comply with all work health and safety rules, regulations, and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*).
4. **VACCHO is committed to health** and wellbeing and requires employees to follow all health and safety directions in relation to COVID-19 (including, but not limited to, directions provided by VACCHO, Public Health Orders, and Victorian Chief Health Officer directions).
5. **VACCHO is committed to Quality and Compliance** and requires all employees to participate in, and promote our quality control, risk management, safety, and compliance systems, including but not limited to:
  - a. participation in the development and application of VACCHO's policies and procedures
  - b. contribution to the identification, reporting and management of risks
  - c. adherence to all VACCHO Quality Management System (QMS) ISO 9001:2015 requirements
6. **VACCHO requires employees to adhere to a Code of Conduct**, including a commitment to confidentiality and conflict of interest declarations.
7. **VACCHO's Values** are Compassion, Empowerment, Respect, Teamwork, Integrity, Commitment, Confidentiality, and Optimism.

## Conditions of Employment

The following are required as a condition of employment at VACCHO:

- A current National Police Records Check
  - A current Working with Children Check
  - A current, and valid (cannot be expired) Victorian Drivers Licence. The position may require travel throughout the state of Victoria and occasional interstate travel.
  - Reasonable and valid evidence that you have received two doses of a COVID-19 vaccine and any booster shots when required. This may include a letter from a medical practitioner, a certificate of immunisation or an immunisation history statement obtained from the Australian Immunisation Register. We note that evidence must be derived from a record of information that was made under, or in accordance with, the *Australian Immunisation Register Act 2015* (Cth).
- VACCHO will consider any current exemption (provided by a medical practitioner), verifying that a person is unable to receive vaccination/s due to medical contraindications or conditions. However, VACCHO retains absolute discretion in accepting such and will thoroughly consider our Duty of Care, and legislative obligations to all workers and visitors.
- Where applicable:
    - you must have the right to work in Australia and provide evidence of such (i.e., Right to Work check, Australian Citizenship, permanent residency, or a valid visa with permission to work)
    - You cannot be classified as a Disallowed Person

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### Key Selection Criteria

- A tertiary qualification in Human Resources or related field and or record of achievement in the successful contribution in the delivery of quality HR service.
- Strong communication skills both written and verbal.
- 5 years minimum experience in HR.
- Interpersonal skills are essential which includes empathy, active listening, and emotional intelligence.
- Demonstrated knowledge, understanding, and commitment to Aboriginal and/or Torres Strait Islander peoples, cultures, and health
- Ability to demonstrate an understanding of cultural awareness, cultural safety and respect and the philosophy and practice of Aboriginal Community Control.
- Ability to demonstrate to work with Aboriginal communities and individuals within VACCHO in a culturally safe and appropriate manner.
- Ability to demonstrated capacity to manage sensitive information, maintain confidentiality and always remain impartial.
- Self-motivated individual that demonstrates the ability to work independently with minimal supervision, and is an effective team member, promoting cooperation and commitment to achieve goals.
- Adaptable with a flexible approach, open to new ideas, accepts changed priorities without undue discomfort, recognises the merits of different options and acts accordingly.
- Ensures strong organisational and planning skills, attention-to-detail skills to identify and correct errors, the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions, and deadlines.
- Demonstrated proficiency and experience using Microsoft applications (e.g., Microsoft Word, Excel, Outlook, Your HR System)

### Desirable

- Aboriginal and/or Torres Strait Islander peoples are strongly encouraged to apply

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Position Description Acceptance

I ..... have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

SIGNED by the EMPLOYEE

.....  
Signature: Name: Date:

SIGNED by the MANAGER

.....  
Signature: Name: Date:

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