



<b>Position Title:</b>	People and Culture Advisor (Contract)
<b>Reporting to:</b>	People and Culture Lead
<b>Team/Department:</b>	People and Culture/Operations
<b>Location:</b>	Based in any Action Centre.
<b>Hours:</b>	45 hours per fortnight, 4 month contract
<b>Grade:</b>	Level 4
<b>Effective Date:</b>	3 August 2023

**Position Overview:** The People and Culture Advisor (Contract) role is responsible for successfully imbedding and optimising our HRIS (ELMO) and supporting a range of generalist human resources functions, working closely with the People and Culture Lead on key initiatives for the organisation. The role will act as a high level user for a range of HR databases, processes and systems, and provide high quality and customer focused support, including reporting and compliance.

The role will be accountable for supporting best practice recruitment and induction for the organisation, ensuring that AI Australia continues to attract and employ talented and committed individuals. This may include supporting managers to write position descriptions, salary benchmarking and writing of job ads for distribution.

- Main Responsibilities:**
- Implementing and optimising the HRIS to enable digital transformation of the HR function and high quality single source of truth People Data.
  - Improving and optimising HR processes and forms to ensure streamlined service delivery and high level of compliance.
  - Provide support for Managers and Employees for HR related queries including the management of the Human Resources inbox, escalating where necessary;
  - Administer employment contracts, variations and maintain all associated documentation within the employee lifecycle and employee files;
  - Track and monitor completion of HR activities, such as onboarding/offboarding, probation, recruitment and employee changes (e.g. variations, salary increments etc);
  - Supporting the management of the end-to-end recruitment process, including writing job ads, sourcing and shortlisting candidates, scheduling and conducting interviews, creating employment contracts, coordinating the new employee onboarding process;
  - Supporting key People & Culture initiatives led by the People & Culture Lead



including change management and internal communications

- Supporting the implementation of dashboards using the HRIS and providing quality HR metrics for Management and Board, as well as produce reports on other key metrics and activities (e.g. leave liability, performance review ratings etc);
- Act as a high level user and maintain data integrity of AI Australia's HR databases; including our HRIS and Payroll system;
- Support the review of HR policies, procedures and forms to ensure best practice on an ongoing basis especially with regards to legislative changes including Secure Jobs, Better Pay Act and Respect @Work legislation.
- Continued development towards employment related legislative knowledge and its application in AI Australia;
- Producing and delivering communications as relevant to the role, using a range of channels and technologies;
- Performing the role to a high standard within agreed timelines, and in line with AI Australia's vision;
- Other tasks within your skills and competence as required.

**Essential Qualifications,  
Skills and Experience:**

- Experience implementing HRIS and supporting HR digital transformations
- Commitment to continuous improvement
- High level communication, interpersonal skills and EI (written, face to face, telephone, social media);
- Strong organisational skills with focused attention to detail;
- Written and oral communication skills with a demonstrated confidence to manage correspondence to a diverse range of stakeholders;
- Completed or be studying towards tertiary qualifications in HR Management, or 1-3 years equivalent work experience in a similar role;
- Demonstrated ability to prioritise, problem solve and take responsible initiative;
- Interpersonal skills that demonstrate an ability to build, develop and maintain positive reciprocally beneficial relationships;
- Demonstrated ability to maintain confidentiality and adhere to the highest ethical standards;
- A proactive flexible 'can-do' approach to work both collaboratively with a close knit team and as an autonomous effectively focussed achiever;
- Intermediate skills in all software platforms of MS Office Suite, Gmail and Google drive functions;

**Desirable Qualifications,  
Skills and Experience:**

- Experience with ELMO HRIS
- Experience using ADP Payline
- Previous experience administering Payroll
- Experience in interpreting and implementing written policy and procedures;
- Prior experience interpreting and working with Enterprise Agreements;
- Familiarity with human rights and social change issues;



- Demonstrated experience in or commitment to working with rights holders.

## Key Relationships

- People & Culture Lead
- Operations and Finance Director
- Employees
- Operations Team
- Suppliers and consultants
- Fair Work

## How we work:

In meeting the responsibilities set out in this Position Description, all AI Australia staff are expected to:

- Facilitate, empower and enable the active participation of rights holders
- Be a positive advocate for Amnesty and our work, demonstrating our values of Empowerment, Integrity, Persistence and Courage
- Demonstrate emotional intelligence and a commitment to excellence in your interactions with colleagues, supporters, stakeholders and members of the public
- Always act in the interest of members and supporters
- Work with and empower volunteers, activists and members
- Support the general on-site functioning of the Action Centres
- Implement the principles of Equal Employment Opportunity and actively contribute to growing a more diverse and inclusive Amnesty
- Understand your Work Health and Safety (WHS) responsibilities and ensure the health, safety and wellbeing of yourself and others at work
- Contribute to the quality and hygiene of organisational data and protect privacy
- Produce and deliver communications that are relevant to the role, using a variety of communications channels and technologies
- Develop understanding of human rights issues and social change methods and tactics, including experience of mass mobilisation, activism, organising, fundraising and campaigning techniques

## About Amnesty International Australia

We are an independent, global movement that campaigns courageously for human rights for everyone.

We're ordinary people from all walks of life, using our passion and commitment to bring torturers to justice, change oppressive laws and free people imprisoned just for voicing their opinion.

We're independent of any government, political ideology, economic interest or religion to ensure we can speak out on human rights abuses wherever they occur.

We stand for equality, justice, freedom, and human dignity and uphold these values:

- **Empowerment** – we build people power
- **Persistence** – we are resolute in pursuit of our goals
- **Integrity** – we hold ourselves to the highest standards
- **Courage** – we are fearless in upholding human rights

Every day we move closer to a world where human rights are enjoyed by all.



---

**Acceptance**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

