

Position title:	Human Resource Advisor	Reporting to:	People & Culture Operations Manager
Program:	Corporate Services	Location:	Darwin
Approved:	Executive Manager Shared Services	Date:	APRIL 2026
Comments:	The role is based in Darwin and will require regional travel when operationally required.		

Organisation Statement

Anglicare NT is a registered charity and quality accredited provider of human services across urban, regional, and remote Northern Territory. We demonstrate our values through strength-based, culturally safe, trauma informed and inclusive practices. Child safety, social justice, community development and partnership approaches drive our work. We commit to being an employer of choice and we monitor our impact, respect lived experience and advocate to meet the needs of Territorians and our diverse communities. Our focus is to make a sustainable difference through place-based initiatives, collaboration, innovation, and the Partnership Support Service.

What we do

We provide services across the lifespan including: early childhood, child youth and family supports; aged care packages, community access, outreach, home support and volunteer visitors; NDIS support coordination and personal supports; community housing, transitional accommodation, tenancy support and homelessness responses; financial counselling, money management, gambling amelioration, micro finance and emergency relief; prison chaplaincy, post release accommodation and support; counselling, mediation and parenting education; refugee and migrant support; mental health initiatives, headspace centres, recovery and community awareness activities.

Purpose of the Position

You will support all generalist HR activities across Anglicare NT and contributing to the effective utilisation of human resources by providing operational HR advice and support aligned with organisational strategies. This role is Darwin-based, supporting operations across Alice Springs, Katherine, Nhulunbuy, East Arnhem and remote regions. In addition, the role will work collaboratively with the HR Advisor responsible for Darwin, Palmerston, providing support and ensuring a consistent, organisation wide approach to HR service delivery. The position provides operational HR advice to managers and delivers a broad range of generalist HR services within established policies, procedures and delegated authority, across the organisation.

Selection Criteria

Position Specific Requirements

1. Certificate or Diploma in Human Resources, or a minimum of three (3) years equivalent experience in a Human Resources role, with a demonstrated commitment to ongoing professional development if not formally qualified
2. Demonstrated experience in a generalist HR role, including providing advice on HR policies, procedures and employee lifecycle matters
3. Sound knowledge of contemporary recruitment, selection and onboarding practices, with the ability to support managers through end-to-end processes
4. Proven ability to work autonomously, manage competing priorities, and deliver accurate, high-quality outcomes in a fast-paced environment
5. High level of discretion, professionalism, and sound judgement when handling confidential and sensitive information.
6. Strong stakeholder engagement and customer service skills, with the ability to build effective working relationships across a diverse organisation.
7. Demonstrated proficiency in Microsoft Office applications, particularly Word, Excel and Outlook
8. Experience using HRIS and/or payroll systems, with the ability to maintain accurate employee records and support reporting requirements.

General Criteria

1. Demonstrated commitment to work respectfully and inclusively with Aboriginal and Torres Strait Islander and culturally and linguistically diverse people.
2. Demonstrated understanding of the issues that impact Aboriginal and Torres Strait Islander people.

3. Demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
4. Demonstrated adherence to legislation, policies and procedures and a commitment to EEO, WHS, risk management and quality improvement practices.
5. Northern Territory Working with Children Clearance (Ochre Card).
6. National Police Criminal History Report (less than three months old) with acceptable outcome.
7. Ability to meet additional visa / overseas work compliance measures.
8. Northern Territory Driver's Licence.
9. Demonstrated currency of job specific vaccinations (and boosters).

Key Responsibilities

1. Human Resources

- Managers are supported with accurate, timely and practical HR advice across the employee lifecycle, enabling compliant and consistent people management decisions within established frameworks.
- HR legislation, industrial instruments and organisational policies are applied correctly and consistently, with advice focused on interpretation and implementation rather than policy ownership or strategic design
- Routine and moderately complex workplace issues (performance, conduct, grievances and complaints) are managed effectively under guidance, ensuring procedural fairness and adherence to organisational requirements
- Disciplinary and grievance investigations assigned to the role are planned and completed to an appropriate standard, with findings documented clearly and escalated where risk, complexity or sensitivity exceeds role authority.
- Award and industrial advice support day-to-day operational decision-making, with non-standard, ambiguous or high-risk interpretations referred to People and Culture leadership.
- Risks in employee relations matters are identified early and referred appropriately, contributing to mitigation strategies while operating within delegated responsibility p to date, in good order and filed correctly.
- HR data, reports and insights prepared by the role are accurate, reliable and fit for operational use, supporting managers and senior practitioners to make informed decisions.
- Practical feedback is provided on HR policies, procedures and tools, contributing to continuous improvement and usability, without responsibility for final policy approval.

2. Recruitment & Retention

- Support end-to-end recruitment activities in partnership with the Recruitment and Retention Officer, contributing to timely, high-quality hiring outcomes that meet workforce needs
- Provide operational HR advice to support the effective implementation of approved workforce planning and retention initiatives
- Support employee engagement initiatives, including BPA Pulse surveys and employee feedback mechanisms, and assist with analysis to inform organisational improvements.

3. Learning & Development

- Managers receive procedural and practical recruitment advice, including advertising, shortlisting, selection processes and appointment documentation
- Workforce planning and retention initiatives are supported at an operational level, assisting with implementation rather than strategic design

4. Payroll

- Payroll processing is supported accurately and confidentially when required, ensuring continuity of service within established systems and controls.
- Payroll documentation and reports prepared by the role are complete, accurate and compliant, supporting statutory and organisational requirements.

General Requirements

- Comply with Federal, NT and Local Government legislation, regulations, permits and / or by laws.
- Adhere to delegations, code of conduct, policies, procedures and general conditions of employment.
- Work within contract, program / project parameters and scope of practice.

- Comply with program guidelines, work plans, budget, data and reporting requirements.
- Comply with WHS requirements – remain vigilant and contribute to a safe working environment and maintain pandemic related and job specific mandated vaccinations (and boosters).
- Embrace organisational values, work cooperatively and help sustain a respectful workplace.
- Support and mentor work colleagues by sharing your skills, knowledge and strengths.
- Help implement our Reconciliation Action Plan and build an inclusive and culturally competent workforce.
- Maintain confidential client, staff and organisational information in line with requirements.
- Keep up to date with workplace communications, staff meeting records and the intranet.
- Contribute to planning, evaluation and continuous quality improvement activities.
- Participate in supervision, performance reviews and undertake approved training.
- Maintain attendance, payroll and leave records in accordance with procedures.

Delegation of Authority

As per Board approved Delegation of Authority Schedule and aligned position classification (noting content will updated from time to time).

Currently this position has no direct reports; however, it is graded at a Level whereby staff can be allocated for supervision on a temporary or permanent basis.

This position may be asked to provide supervision to students on field placements (where an employee has the qualifications to do so) and / or on the job assistance to new entrant employees.