

## POSITION DESCRIPTION

<b>Position:</b>	Business   HR Officer
<b>Line Supervisor:</b>	Finance and Business Director
<b>Hours:</b>	Part-Time: 64-70 Hours per Fortnight Exact hours and days to be negotiated. Preference is for an appointment of minimum 4 days per week. Standard hours are no more than 8 hours per day, worked between the span of 8am – 4pm, Monday – Friday
<b>Contract Type:</b>	Fixed Term contract through to 31 October 2027, with an opportunity to extend, depending on organisational needs at that time.
<b>Classification:</b>	Grade 5 – <a href="#">Social, Community, Home Care and Disability Services Industry Award 2010</a> Salary range for 64 to 70 Hours per fortnight is: \$87,650- \$100,209 depending on hours of work.

### **Karinya House Overview**

Karinya House is a community based, not for profit organisation servicing the ACT and surrounding regions. Since September 1997, Karinya House has provided immediate support for women who are pregnant or have new babies and have nowhere else to turn.

As a twenty-four-hour, seven day a week service, Karinya House is the only service specifically for pregnant and parenting women in the region, offering residential as well as outreach case management and support.

Karinya House recognises and acknowledges the unique lived experiences of women as they navigate building a future for themselves. Our practice framework is focused on developing a sense of hope and belonging, to effect lasting positive change in the lives of the women in contact with Karinya House.

By providing a framework of care that encompasses the whole person, practitioners walk alongside women as they develop their capacity to represent themselves and to make informed choices about their own lives. The Karinya House Practice Framework is founded within the principals of trauma informed care and practice. Individual casework management and flexibility in service provision are paramount at Karinya House.

Karinya is a non-religious, non-government and non-judgemental organisation.

## **Position Purpose**

The Business | HR Officer, under the broad direction of the Finance and Business Manager (Business) or other Executive Leadership Team members (HR), is required to actively support business and financial management, and recruitment processing tasks of the Association to support the work of Karinya House.

The Business | HR Officer works to foster and progress the Vision and Core Purpose, of Karinya House, through the implementation of the Karinya House Practice Framework. An ability to work compassionately with pregnant and parenting women and families with complex needs and promote their empowerment and independence is an essential requirement of this position.

The Business | HR Officer must be pro-active, demonstrate an ability to remain calm, think analytically, to respond to change and be flexible in service delivery.

## **Duties**

The Business | HR Officer, shall, in addition to the responsibilities outlined in Social, Community, Home Care and Disability Services Industry Award 2010:

### **1. Business duties**

- I. Assist the Finance and Business Manager with the management of funding and finance related matters, including payroll and management of bank accounts, including aspects connect to Managed Funds under Investment.
- II. Efficiently and accurately manage and support the Administration Officer with the daily processing of revenue, the distribution of receipts and related communications and the management of data within the CRM (Salesforce), with reference to the requirements of the non-government funding team.
- III. Attend to accounts payable and accounts receivable processes.
- IV. Coordinate maintaining of the currency of the CRM. This includes accurately processing updates and ensuring revenue is tracked and recorded appropriately
- V. Support management of the Karinya fleet of vehicles and support aspects of physical property management when the property manager is not onsite.
- VI. Support the Finance & Business Manager with the management of IT infrastructure and related system developments and management.
- VII. Support the management and operation of security systems.
- VIII. Coordinate the Associations archiving framework. This includes maintaining the archives and the retrieval/storage of archival material in accordance with relevant legislation and organisational policies and procedures.
- IX. Support the Administration Officer with administration tasks as required. This may include office coordination of facilities, reception, mail, deliveries, couriers, contractors all logistical and clerical matters including (but not limited to) deliveries, collections, banking, petty cash, post, photocopying and invoicing.
- X. Respond to phone enquiries and referrals in an appropriate manner.

### **2. HR Duties**

- I. Support the Executive Staff Leadership Team with administrative aspects of HR/IR matters. This includes supporting recruitment and induction processes, coordination of all staff training, and supporting the EAP program
- II. Maintain (including filing and auditing) of all personal related documentation (for both staff and volunteers) required to meet relevant legislation, in accordance with organisational policies and procedures.

- III. Support the maintenance of the staff roster, to ensure quality service delivery and the accuracy of payroll information.

### **3. Operational and Other Duties**

- I. Contribute to promoting a supportive and caring atmosphere within the service and refer matters in accordance with organisational policies and procedures.
- II. Identify safety or care issues and complete incident reports in accordance with organisational policies.
- III. Maintain and respect privacy and confidentiality of all Karinya clients.
- IV. Contribute to the effective and respectful use of volunteers to support the organisational goals.
- V. Contribute to the safe and effective operation of the organisational assets through undertaking of cleaning, maintenance or other related tasks.
- VI. Maintain the highest level of professionalism, cultural sensitivity and adherence to organisational policy and procedures on Equity and Diversity and Workplace Health and Safety (including incident reporting in the performance of the responsibilities of the position).
- VII. Participate in staff meetings.
- VIII. Represent the Association in Sector and other meetings as required.
- IX. Attend professional training as required
- X. May be required to perform other duties as directed from time to time to suit organisational requirements and which are broadly consistent with the role.

### **Position Requirements**

- Diploma or above, or significant progress towards Diploma or above in relevant area (business/administration/accounting) and demonstrated relevant experience; OR an equivalent combination of relevant experience and/or education/training in working within a relevant environment.
- High level of computer literacy with Microsoft programs with ability and willingness to embrace new technologies and use cloud-based systems including experience with Salesforce or other CRM technology and database management.
- Demonstrated strong attention to detail and process driven tasks.
- Demonstrated ability to understand a Chart of Accounts and Delegation of Authority.
- Demonstrated ability to interpret and apply legislation, business processes, policies and procedures.
- Demonstrated ability to work collaboratively and productively within a team and also take initiative and responsibility for own areas of work. This includes exceptional time management skills and the ability to re-prioritise work tasks and manage competing demands.
- An understanding of Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse communities.
- A commitment to contributing to environments that promote child safety and wellbeing. An understanding of, or willingness to rapidly develop an understanding of child protection issues.
- High level written and verbal communication and interpersonal skills.
- Demonstrated ability to think clearly and analytically to respond to unexpected situations as they arise in an appropriate manner.
- Demonstrated knowledge of workplace obligations to, and experience contributing to workplace practices and behaviours that promote, support and maintain a safe, healthy, equitable, diverse and respectful workplace; including responding appropriately to adverse accidents, incidents, behaviours, issues, reports and the like.
- Current First Aid Certificate (including CPR) (or willingness to obtain prior to commencement of the role)
- Current unrestricted drivers licence.

### **Position Notes**

- Being female is a genuine occupational qualification of this position under section 34 of the Australian Capital Territory Discrimination Act 1991.
- Aboriginal and Torres Strait Islander People are especially encouraged to apply.
- You must have rights to work in Australia.
- The salary indicated in this Position Description includes a 3% salary loading. The loading is intended to be ongoing; however, it is subject to any major or unforeseen budget changes and is reviewed on an annual basis as part of the budget cycle.
- It is expected that the successful applicant will be able to commence in the role within one month of being appointed.

### **Background Checks**

All volunteers and staff of Karinya House are required to have the following documents and background checks:

- Working with Vulnerable People Card
- Driving/ Licence record for the last 10 years from the relevant state/territory authorities, where you have held a driver's licence during this period.
- National Police Check.
- International Police Check if you have lived overseas for more than 12 months in the last 10 years.
- Suitable Person Record Check by Children, Youth and Families.  
Please be aware as part of this background check you will be asked for personal details and background information including the personal details of any of your children and any other children for whom you are or have been a carer for. Along with information regarding any criminal history, domestic and/or family violence matters or involvement with any statutory child protection systems.

Once appointed, the Finance and Business Manager or Finance and Administration Officer will assist you in obtaining the necessary background checks.

### **Submitting an Application**

For further information on the position, please contact Jo Saccasan, Finance and Business Manager, on 0429 945 804 or [jo.saccasan@karinyahouse.asn.au](mailto:jo.saccasan@karinyahouse.asn.au)

Applications from suitably qualified and experienced candidates are currently open, and will be assessed as they are received, with an offer of employment being made as soon as a suitable candidate is identified.

Only applicants that are shortlisted for an interview will be contacted.

Expressions of Interest must include the following:

- A Curriculum Vitae.
- A brief response to how your experience and qualifications meets the selection criteria.

Expressions of Interest should be submitted to:

Jo Saccasan - Karinya House, Finance and Business Manager  
[Jo.Saccasan@karinyahouse.asn.au](mailto:Jo.Saccasan@karinyahouse.asn.au)

Please submit your application as soon as possible.

