

Position Description

Position title:	Human Resources Adviser
Position Location:	Work From Home (WFH), with occasional travel as required across locations.
Employment load:	Full time
Reports to:	Operations Director
Direct reports:	None
Position start date:	ASAP
Base salary range:	\$95,000-\$100,000 per annum (plus superannuation, phone allowance, and NFP fringe benefit/salary sacrifice benefits)

About the Literacy for Life Foundation

Literacy for Life Foundation is a First Nations organisation supporting adults to improve reading, writing and digital skills through grassroots community-led education.

Boosting adult literacy is a catalyst for systemic change, driving progress in education, employment, justice, and health while fostering greater self-determination.

The Literacy for Life Foundation leads from behind, promoting and supporting Aboriginal community members as experts in their own context, allowing them to take on the role of adult literacy facilitators and mentors, and boosting literacy in their communities. We place power in the hands of local Aboriginal community members who care about each other and understand the strengths and needs of their community.

Our innovative, evidence-based Campaign approach has a proven track record of success. This work has gained national media attention and is the subject of the powerful SBS/NITV documentary, *In My Own Words*.

You can learn more about the work we do on our website: www.lflf.org.au

Position Brief

The Human Resources Adviser plays a critical role in strengthening organisational capability, culture, and internal systems. As The Foundation continues to grow and expand its operations across multiple locations, the organisation requires dedicated HR leadership to ensure we continue to implement consistent, fair, and effective people practices. This role oversees the full employee lifecycle, supports workplace safety and wellbeing, and leads initiatives that enhance organisational culture and HR processes.

A key focus of the position is to modernise, simplify and streamline HR operations, including leading the implementation of an HR information system (HRIS) to improve record-keeping, compliance, reporting, and the overall employee experience. The role is also responsible for driving ongoing improvements across HR policies, procedures, and frameworks, ensuring Literacy for Life Foundation remains compliant with legislative requirements and aligned with best practice.

This role supports managers and staff across a distributed workforce, fostering a positive and culturally safe workplace. It is ideal for a highly motivated HR generalist who is proactive, systems-minded, collaborative, and committed to enhancing the employee experience.

Key Responsibilities

- 1. HR Operations & Employee Lifecycle:**
 - Manage recruitment end-to-end.
 - Maintain accurate employment records.
 - Ensure Awards, Fair Work requirements, NES, and contractual conditions are embedded into employment agreements.
 - Support probation, performance reviews, and workforce planning.
- 2. WH&S & Injury Management Support:**
 - Support WH&S processes by working closely with WH&S representatives and the WH&S consultant to ensure HR practices align with organisational safety requirements.
 - Assist with maintaining safe work practices through HR–WH&S integration and proactive risk management.
 - Provide guidance on injury management, WorkCover and relevant compliance.
- 3. HR Systems Implementation & Management:**
 - Lead investigation, selection, and implementation of HRIS.
- 4. Policy, Procedures & Compliance:**
 - Review and develop HR policies and procedures.
 - Monitor legislative updates.
- 5. Culture, Engagement & Capability:**
 - Support training coordination and staff engagement initiatives.
 - Assist with conflict resolution.
- 6. Payroll & Award Application Support:**
 - Liaise with Finance on payroll-related HR matters.
 - Ensure correct Award classifications.
- 7. Continuous Improvement**
 - Identify organisational risks and recommend improvements.

Candidate Profile

Community is at the heart of everything we do. To be a successful member of the Literacy for Life Foundation, you will be committed to advancing positive outcomes for Aboriginal and Torres Strait Islander peoples and supporting Literacy for Life Foundation’s mission to create lasting social impact through community led action. You will be a compassionate and principled professional who understands the importance of culturally safe and respectful practice across all aspects of organisational life.

The ideal candidate will be a values driven leader in Human Resources, someone who balances empathy with operational excellence, enjoys building relationships based on trust, and takes pride in strengthening systems, capability, and workplace culture.

To be successful in this position, you will be:

Committed to social justice, with a deep respect for Aboriginal and Torres Strait Islander cultures, knowledge systems, and lived experiences.

A skilled communicator and relationship builder, able to engage confidently with staff across varied locations, backgrounds, and roles, and contribute to a supportive, collaborative and culturally safe workplace.

Experienced in contemporary human resources practice, including generalist HR support, policy development, employee relations, and compliance with Fair Work and WH&S legislation.

Discreet, ethical, and trustworthy, capable of handling sensitive information with high levels of confidentiality, judgement, and integrity.

Organised, self-motivated, and proactive, with the ability to manage multiple priorities, work independently in a remote environment, and follow through on commitments.

Solutions focused and curious, with a mindset for continuous improvement and the ability to identify opportunities to strengthen systems, processes, and organisational capability.

Comfortable supporting both people and systems, from coaching managers and resolving staff issues to reviewing policies, analysing HR data, and embedding new workflows.

Tech savvy and adaptable, with experience using or implementing HR systems (HRIS) and the confidence to support others through change.

Responsive and collaborative, able to work closely with the Operations Director, WH&S representatives, and the WH&S consultant to align HR and wellbeing practices.

Warm, approachable, and people centred, ensuring that HR interactions are grounded in empathy, fairness, and respect for staff.

Flexible and able to work effectively in a distributed workforce, using remote working tools to stay connected and engaged with colleagues across multiple sites.

Selection Criteria

Essential

- Minimum 5 years' experience in a broad HR generalist role, with demonstrated capability across multiple HR functions.
- Knowledge of Fair Work, Awards, NES.
- Recruitment and employee relations experience.
- HRIS experience.
- WH&S and WorkCover experience.
- Understanding of cultural sensitivity and strong adaptability to communicate effectively in a diverse workplace
- Ability to work autonomously and manage multiple priorities
- Ability to travel.
- Hold a current National Police Check and WWCC, or have the ability to obtain both

Desirable

- Experience working with Aboriginal communities or organisations
- Experience in a community development or not-for-profit organisation.
- Relevant tertiary qualifications.

How to Apply

To apply for this position, send your CV and a cover letter addressing the selection criteria and key responsibilities to admin@lff.org.au.

Applications close on 23/06/2026. Applications will be reviewed on receipt. We may proceed with interviewing applicants prior to the closing date and appoint someone from these interviews.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.