

**Position:** People and Workplace Services Officer

**NPYWC Program:** People and Workplace Services

**Employment Details:** Permanent, full-time

**Location:** Alice Springs

**Base Salary:** \$71,714.14 - \$82,332.32 per year (depending on experience) plus 10% superannuation and additional benefits

## What we do:

We are an Anangu-led organisation, governed by women's law, authority and culture. We deliver health, social and cultural services for all Anangu.

## Our Values:

We believe in the strength of Anangu people, culture, and the collective agency of women. We are dedicated to delivering more and better choices for our communities. We are committed to Malparara way – a cross cultural practice framework specific to NPYWC that respects the contribution Anangu and non-Indigenous people, working alongside each other, bring to the organisation

We are a trauma-informed organisation and this guides our work.

## Your Team:

The People and Workplace Services (PAWS) team are responsible for delivering operational excellence to the employees and clients of NPY Women's Council (NPYWC).

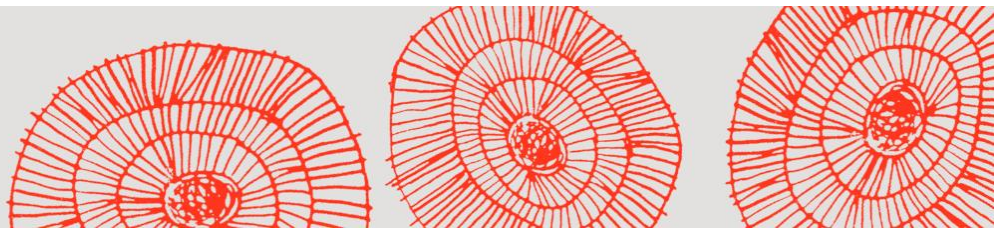
PAWS are a business support team that includes Human Resources, Business Support and Property and Vehicle Maintenance. It also forms part of a wider Corporate Services division that includes Communications, Finance and Information Technology.

## Your Role:

The People and Workplace Services Administrator supports an efficient and healthy operational environment for staff at NPYWC.

You will report directly to the People and Workplace Services Manager and be responsible for providing a wide range of administrative and project support.

This role will provide growth, career development and the chance to work in a team that values creative thinking, flexibility and wellbeing.



## Your Responsibilities:

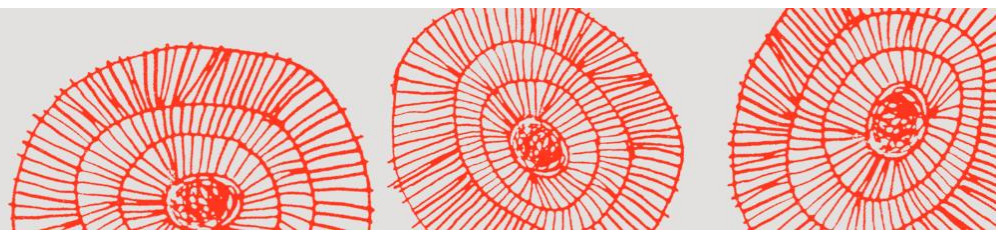
- Provide professional, responsive and flexible generalist HR support to staff, management and external service providers.
- Support and assist with recruitment administration including, but not limited to – advertising, formatting adverts and position descriptions, arranging interviews and supporting managers with interview documentation.
- Providing assistance with employment contracts and associated paperwork including criminal history checks, working with children checks, land permits and other certifications.
- Manage employee records which includes setting up of new personnel files, maintaining and updating employee records.
- Providing support with relocation and orientation for new staff; by setting up orientation, organising initial meetings and on-boarding new staff to the organisation in an efficient, structured and inclusive environment.
- Provide advice and assistance with management of performance for employees which includes probation and annual performance reviews, employee relations and staff surveys.
- Assistance with exit administration for staff which includes surveys, interviews and compiling of data.
- Working with the manager to provide HR reports and data to the business for continuous improvement.
- Support the coordination and organising of training events and learning and development initiatives.
- Support the updating and maintenance of WHS policies, procedures and initiatives and assist the PAWS manager with internal training as needed.
- Assist with updating other internal policies and procedures and communicating changes with staff.
- Provide general office support as needed across the PAWS function.
- Implement best practice principles in work through professional and personal development with a focus on continual improvement.
- Demonstrate NPY Women's Council values in work practice and interpersonal relationships.

## Skills and Experience:

- At least 1-2 years' experience in a similar or related role.
- Ability to use initiative, think laterally and solve problems.

## Qualifications:

- A relevant tertiary qualification in Human Resources, Business Administration or related field.



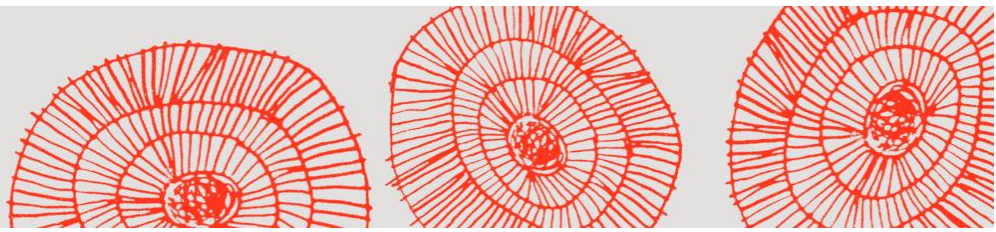
- High level interpersonal skills and the ability to develop good working relationships.
- Excellent communication skills, written and verbal.
- Well organised and skilled in implementing simple and effective processes.
- General understanding or willingness to learn about current issues relating to working and living in remote Aboriginal communities.
- Knowledge of trauma informed and strength based practices **(Desirable)**.
- Experience in HRIS and Recruitment systems **(Desirable)**.

## Remuneration:

- Base Salary: \$71,714.14 - \$82,332.32 per year
- Plus 10% Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus

## Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require some remote based and travelling staff to have a current Australian driver's licence.
- We require some remote based and travelling staff to be able to operate a manual 4WD vehicle or have a willingness to undertake training.
- All employees are required to have a First Aid certificate or have a willingness to undertake First Aid training.



- A good level of health and fitness that matches the requirements of the role is required. If necessary NPYWC may require an employee to undergo a pre-employment medical assessment.

**We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.**

**All information will be held in the strictest of confidence.**

To find out more about this position, please contact People & Workplace Services on 08 8958 2329 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

#### **ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION**

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Employee Name (Please Print)

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Employee Signature

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Date