

**Position:** Senior Human Resources Officer

**NPYWC Program:** People and Workplace Services

**Employment Details:** Permanent full time, 38 hours per week

**Location:** Based in Alice Springs with some travel to the NPY region

**Base Salary:** \$100,070.52 – \$108,080.72 per year – (negotiable based on experience) with 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).

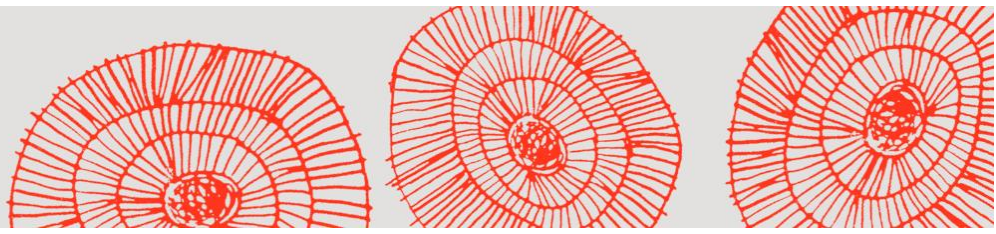
PAWS are a business support team that includes Human Resources, Business Support and Property and Vehicle Maintenance. It also forms part of a wider Corporate Services division that includes Communications, Finance and Information Technology.

## Your Role:

The Senior HR Officer reports directly to the PAWS Manager and will take the lead in a wide range of HR administrative, advisory and systems support balanced with strategic projects.

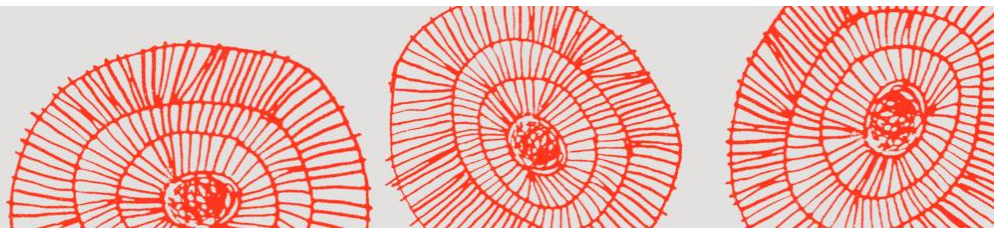
This is a HR generalist role and works across a number of HR portfolios. The position will provide growth, career development and the chance to work in a team that values creative thinking, flexibility and wellbeing.

This role will be a critical part of the team moving forward due to a number of exciting projects and organisational improvements.



## Your Responsibilities:

- Provide a professional, responsive and culturally appropriate HR advice support service to staff, managers and external service providers.
- In collaboration with the PAWS Manager, take the lead on all aspects of HR including (but not limited to):
  - recruitment and selection
  - on-boarding and induction
  - organisational compliance (Police and Working with Children Checks)
  - learning and development
  - HR administration
  - performance management
  - remuneration
  - risk management
  - health and wellbeing
  - workplace safety
  - HR reporting
- Manage our HRIS Employment Hero, including maintaining and updating employee records and considering where efficiencies can be created through this system for the PAWS program and other programs within the organisation.
- Support the PAWS Manager with existing and new innovative projects such as the Workforce Development and Capability Framework and NPYWC Learning and Development Strategy.
- The role will be a critical link between day-to-day HR processes and the above strategic projects.
- Working with the PAWS Manager to provide HR reports and data to the business for continuous improvement.
- Maintain land permits for all staff within the organisation.
- Provide assistance and support in the wellbeing of staff, within a trauma informed workplace.
- Develop and maintain collaborative relationships with internal and external stakeholders with a focus on integrity, respect and accountability.
- Implement best practice principles in work through professional and personal development with a focus on continual improvement.



## Skills and Experience:

- 2-3 years' experience in a HR role
- Understanding of community and/or government organisations (preferred)
- Demonstrated experience working with online HRIS and technology
- Ability to manage end-to-end recruitment processes across varied roles and programs
- Demonstrated experience onboarding staff, particularly regarding relocation support and managing compliance checks (police, WWC)
- Experience coordinating training courses and supporting managers and staff with professional development advice
- Providing advice to staff and managers on best practice performance management and industrial relations.
- Familiarity with the SCHCADS award (preferred).

## Qualifications:

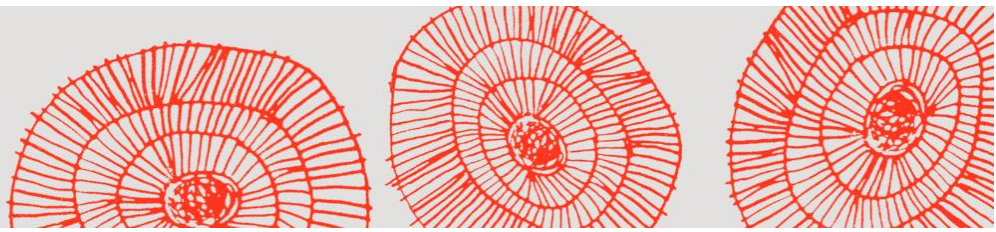
Relevant tertiary qualification in (e.g.) Human Resources, Psychology or Business Administration.

## Remuneration:

- Base Salary: \$100,070.52 – \$108,080.72 (negotiable based on experience) per year
- Plus 11.5 % Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus
- Relocation allowance

## 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.
- All employees are required to meet the relevant state and territory mandatory vaccination requirements.
- 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 and 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