



## Ngaanyatjarra Pitjantjatjara Yankunytjatjara Women's Council (Aboriginal Corporation)

### Our Guiding Principles:

Respect each other and follow the law straight; conciliatory; peaceful and calm; kind-hearted; united and strong

<b>Position:</b> Human Resources (HR) Assistant
<b>NPYWC Program:</b> People and Workplace Services
<b>Employment Details:</b> Permanent, Full Time (38 hours)
<b>Location:</b> Based in Alice Springs with some travel to the NPY region
<b>Base Salary:</b> \$64,766 - \$74,355 per year (negotiable based on experience) with additional benefits.

### Who We Are:

Aboriginal women of the Ngaanyatjarra Pitjantjatjara Yankunytjatjara (NPY) Lands created NPY Women's Council to give a voice to women in this region.

A service delivery, advocacy and support organisation, NPY Women's Council is governed and directed by Aboriginal women across 26 desert communities in the cross-border regions of Western Australia, South Australia and the Northern Territory.

### Our Mission:

Our core purpose is to work with the women and their families of the Ngaanyatjarra, Pitjantjatjara and Yankunytjatjara region in central Australia.

We help increase their capacity to lead safe and healthy lives with improved life choices.

### Your Team:

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

People and Workplace Services form part of a Business Support area that includes Administration, Finance and Information Technology.

We believe from little things, big things grow and with a new five-year strategic plan finalised, the team and organisation is about to embark on an exciting new journey.

### Your Role:

The HR Assistant reports directly to the People and Workplace Services Manager and is responsible for providing a wide range of administrative, project and advisory support.

This role will get the opportunity to work across a number of portfolios and 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 organisation improvement.

## Your Responsibilities:

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- Provide a professional, responsive and flexible HR Support Service to staff, management and external service providers.
- Support and assistance with recruitment administration (includes 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 and licence verifications.
- Management of employee records which includes setting up of new personnel files, maintaining and updating employee records and thinking of innovative and new ways to store our information.
- Providing support with relocation and orientation for new staff; by setting up orientation folders, 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.
- Provide and assistance and support in the wellbeing of our staff, within a trauma informed workplace.
- Support and coordination of existing and new innovative projects within the team such as Aboriginal Workforce Development, Learning and Development Strategies and Succession Planning.
- 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.
- Demonstrate NPY Women's Council values in work practice and interpersonal relationships.

## Skills and Experience:

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- Demonstrated experience in Human Resources or Business administration.
- The ability to switch between detailed and big picture work.
- The ability to be creative and think outside the box when approaching tasks and projects.
- Flexibility and the ability to work well with ambiguity and a changing environment.
- The willingness to roll your sleeves up and go that extra mile.
- Organisation and planning skills to manage competing demands.
- Excellent HR customer service skills.
- 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)**.

## Qualifications:

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

## Remuneration:

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- Base Salary: \$64,766 - \$74,355 per year
- 9.5% Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus

## Employment Conditions:

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- Work in a manner consistent with NPY Women's Council Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPY Women's Council 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 NPY Women's Council.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- 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 all staff to have a current Australian manual driver's licence.
- A current First Aid certificate or a willingness to undertake training.
- Experience in operating a manual 4WD vehicle or a willingness to undertake training.
- A good level of health and fitness that matches the requirements of the role. If so required by NPY Women's Council you may be required 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 Wayne Dalton, People and Workplace Services Manager, on 08 8958 2315 visit <http://www.npywc.org.au/recruitment/> for more information about the role and what it's like to work for us.

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Signed by Employee

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Date