

Position Description

HR & OHS Officer

FTE: 0.8 FTE, Fixed Term (2 year), Part time employee

Level: 3.1

Created: January 2021

Reports to: Manager Business Operations/Finance (MBOF)

Level of supervision: Routine supervision. May undertake stand-alone work.

Position purpose

The Human Resources & OHS Officer provides timely, accurate advice, education information and support to management and staff on a range of Human Resources (HR) Management related policies, procedures, systems and Occupational Health & Safety (OHS). The HR & OHS Officer also supports the MBOF with compliance, facilities and other administration tasks.

Main tasks

HR Administration

- All human resources management - including accurate record keeping and filing, and other administrative tasks.
- Assist with recruitment and induction of new employees & board members.
- Supporting the development and implementation of HR initiatives and systems.
- Recruitment process – preparing job descriptions, posting ads and managing the hiring process.
- Create and implement effective onboarding plans (both face-to-face & virtual).
- Develop and organise training & learning development plans.
- Assist in performance management processes – implement policy and process.
- Review employment and working conditions to ensure legal compliance.
- Conduct staff surveys to continuously build the competency of the team to address the growing needs of the organisation.
- Support the organisation with any grievance/complaint procedures.
- Review all HR policies.
- Organise & manage GSA's internship program.

OHS & Administration

- Management of all Occupational Health & Safety requirements.
- Assist with maintenance of appropriate risk, compliance and quality management policies and practices.
- Assist with completion of compliance schedule.
- Undertake any project management tasks as directed by the MBOF.
- Ensure that all OHS policies & procedures are up to date and reviewed on a timely manner.
- Assist MBOF with Building/Facilities Management.
- Maintaining OHS representative register (Fire Wardens, First Aiders etc).

Other duties

- Contribute to team discussions and projects.
- Any other duties as directed by the Manager Business Operations/Finance.

Judgement and problem solving

Solve routine problems under supervision and perform tasks which require proficiency in the work area's rules with broader organisational knowledge.

Key Selection Criteria

Essential Criteria

- Bachelor's degree/Diploma or Certificate IV in Human Resources Management or Business Administration or equivalent
- Proven experience as HR officer, administrator or other HR position, knowledge of HR functions (recruitment, training & development etc.)
- Knowledge and understanding of business process and administration
- Good verbal and written communication skills
- Knowledge of Microsoft Office
- Organisational and time management skills
- Strong ethics and reliability

Desirable criteria

- Proficiency with Microsoft Suite
- HR/OHS Credentials
- Previous HR/administration work in non-profit sector will be advantageous

Please note: This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. If requested by management or necessitated by the ongoing development of this role, and wherever reasonable, you will be expected to perform other tasks that are related to this specific position description only.

Acknowledgement

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY

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Employee

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Date

SIGNED ON BEHALF OF THE ASSOCIATION

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Manager

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Date