



PD0111

Position Description

Human Resources Officer

Program:	Health Voyage Ltd
Location:	45-53 Little Street, Coffs Harbour
Award:	Health Professionals & Support Services Award 2020
Classification:	Support Services Level 6
Reports to:	Human Resources Manager
Direct employer:	Health Voyage Ltd

OUR VISION: *Healthier people. Stronger communities.*

OUR MISSION: *To provide equal access to safe, quality health care services and improve the physical, mental, and social wellbeing of vulnerable individuals in our community.*

OUR VALUES: *Ethical Integrity Respect Diversity Compassion*

Health Voyage is a Circle Back Initiative Employer <https://circlebackinitiative.com/about/> and commits to respond to every applicant.

ORGANISATION SERVICESUMMARY

Health Voyage Ltd

Health Voyage is a local for purpose not for profit. As a charity organisation we are strongly guided by our values and work towards a vision of healthier people and stronger communities.

Health Voyage is the Lead Agency for:

- the Coffs Harbour Women's Health Centre
- headspace Coffs Harbour
- headspace Grafton, and
- the Mental Health Nursing Services Program for the North Coast.

We work in partnership with other community organisations and the Local Health Districts and our funders to ensure our services complement and strengthen the public health sector. We provide accessible, cost-efficient and effective health and wellbeing services to prevent or lessen the long-term impact of illness is a vital contribution to the wellbeing of individuals, families and the community.

POSITION SUMMARY

The Human Resources Officer assists the Human Resources Manager (HRM) with a diverse range of HR functions to support the organisation to meet its strategic goals.

KEY RESPONSIBILITIES

- **HR administration** – undertake a range of duties as directed by the HRM including preparation/review of Position Descriptions, end-to-end recruitment processing, induction, employment-related letters and contract preparation, Performance Review processing, HR Information System (ELMO) processing, records management, compliance checks, exiting procedures, and monitoring the HR inbox.

(headspace Coffs Harbour, headspace Grafton and Coffs Harbour Women's Health Centre are services of Health Voyage Ltd ABN 73738289843)

- **Award Review and Interpretation** – in conjunction with the HRM, Finance Manager and Payroll, regularly review Award changes and provide support regarding Award interpretation and compliance, and provide HR related advice to team members
- **Learning and development** – assist the HRM and Health Voyage Centre Managers with recording, maintaining and reporting on Professional development and training requests for all Health Voyage staff, including maintaining a Training Register
- **Workplace, Health and Safety (WHS)** – assist the HRM with coordinating WHS structures and associated activities such as staff wellbeing, training, administration, policy review and updates, incident reporting, WHS inspections, and maintaining up to date Fire Warden and First Aid Officer roles and training
- **EEO and anti-discrimination** – contribute to initiatives and training to promote equity and anti-discrimination and ensure compliance with legislation, including assisting with review of policies and procedures as required.
- **Compliance and reporting** – assist the HRM to prepare regular HR and WHS statistics and reports for the CEO, Centre Manager, and the Board of Directors as required
- **Other administrative support** – support the HRM, CEO, Executive Leadership team and other staff with other aspects of HR administration within the scope of the role and in accordance with skills and experience.

Privacy and Confidentiality

- Access confidential data and information in a secure and discreet manner
- Follow policies and procedures to ensure the security of organisational data and information
- Ensure the privacy and confidentiality of staff is respected

Commitment to personal and service improvement

- Support the vision, aims, and objectives of Health Voyage and at all times model the organisation's values
- Be an active, positive, thoughtful and respectful member of the Health Voyage team
- Attend professional development sessions as agreed with the HRM
- Manage time effectively
- Support operational change with the ability to be agile and adaptable (i.e. be comfortable with when to change course and help others to do so)
- Demonstrate confidence to engage appropriately in difficult conversations
- Demonstrate self-awareness including self-care and awareness of health & wellbeing

RELATIONSHIPS

The position holder will be required to develop and maintain positive and effective working relationships with a range of people and organisations. They must positively represent Health Voyage to the public, community, government and other organisations.

Reports to:	Human Resources Manager
Direct Reports:	None
Indirect Reports:	None
Accountable to:	Health Voyage CEO and Board of Directors
Internal Relationships:	Health Voyage Corporate services staff headspace Coffs Harbour staff and contractors headspace Grafton staff and contractors Coffs Harbour Women's Health Centre staff and contractors
External Relationships:	Healthy North Coast Staff headspace National Office Staff Consortium partner organisations and staff Health Voyage co-located partner organisations Other headspace Centre Staff Local youth, health and community service providers and staff Government departments, ministers and staff Private health practices and practitioners Other external partners, vendors, providers and key stakeholders.

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SELECTION CRITERIA

Essential

1. Possession of a tertiary qualification in Human Resources and demonstrated experience in a supportive human resources role.
2. Working knowledge of and experience in a broad range of HR functions and relevant legislation including Australian employment laws, Fair Work Act and regulations, Modern Awards, workplace health and safety (WHS), HR Information systems, recruitment and selection, induction, performance management, EEO and anti-discrimination, and learning and development
3. Model the highest standards of ethical behaviour, act with professionalism, and manage confidential situations appropriately
4. Manage varying workloads and priorities, assess changing demands, and ability to adjust priorities to meet deadlines
5. Communicate effectively – can tailor communication, clearly explain issues, actively listen, and write clearly and fluently
6. Work collaboratively and with empathy to build a trusting and supportive relationship with Health Voyage staff, contractors, volunteers and students, and external stakeholders to provide customer-focused, values-driven services
7. Demonstrated computer literacy, including experience with HR Information systems and Microsoft Office
8. Knowledge of and commitment to Work Health and Safety, Equal Employment Opportunity, and continuous improvement principles

Desirable

1. Experience working for a NFP/Charity or similar community service would be highly regarded
2. Understanding of the governing legislation, regulations, and laws that influence best practices in HR and WHS.

WORKPLACE POLICIES AND PRACTICES

All Health Voyage employees and contractors are required to familiarize themselves with the organisation's code of conduct and policies and procedures and to abide by them at all times.

It is expected that at all times employees and contractors will:

- Be respectful towards the organisation, colleagues, clients and the general public.
- Support the Health Voyage vision and objectives and demonstrate the values of Health Voyage.
- Take reasonable care for their own health and safety, and that of others in the workplace.

The position holder must also:

- Maintain a current check for working with young people, as per the relevant state legislation.
- Undergo a current and satisfactory criminal record check.
- Maintain a current driver's licence.
- Maintain eligibility to work in Australia.
- Have some flexibility to travel, and to work after hours (including weekends and evenings).

OTHER INFORMATION

Fringe Benefits: Salary Sacrifice (Packaging) is available to eligible employees. Health Voyage Ltd is a Registered Charity

Superannuation: Employer contribution will be paid in accordance with the applicable current Superannuation Guarantee Legislation to a complying super fund.

Leave: Annual leave as per the National Employment Standards with 17.5% loading (not applicable for casual employment)
Sick Leave as per the National Employment Standards (not applicable for casual employment)

Public Holidays: All official National and NSW Public Holidays that occur on regular days of work

Position status: This position is reliant upon continuing grant funding

Please note:

It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position. Successful applicant(s) will be subject to Working with Children Check and Police Check prior to Employment.

Health Voyage regards the health, safety and wellbeing of our people, our contractors and our communities to be our highest priority, which is why we require all employees to have received at least two doses of an approved COVID-19 vaccine or have an approved medical contraindication form.

Health Voyage is committed to a workplace culture that builds respect, fosters inclusiveness, promotes diversity and embraces the unique skills and qualities of all our workforce and members. Candidates who identify as Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, LGBTIQ+, or have a lived experience of mental health are encouraged to apply for Health Voyage positions.

Approved by:

Tazmyn Jewell, CEO

Date approved:

Jul 2024
