



Ngaanyatjarra

Health Service

Position Title:	Human Resources Officer
Location:	Alice Springs
Reports to:	Human Resources Manager, NG Group
Award:	Aboriginal Community Controlled Health Service Award
Classification:	Grade 6 - \$70,000 - \$75,000

Summary of Role

The Human Resources (HR) Officer is responsible for providing customer focused, practical and timely HR advice and support to managers and employees, in line with organisational policies and procedures.

This role has a HR generalist focus supporting all aspects of HR including but not limited to: recruitment and selection, orientation and on boarding, performance management and developing and maintaining accurate policy and procedure.

Key Responsibilities and Accountabilities

- Provide accurate and timely advice and support to management and staff across all employment aspects and escalate where appropriate.
- Support effective end-to-end recruitment process, ensuring position descriptions are current, placing advertisements, corresponding with applicants during the recruitment process, scheduling interviews and completing reference checks.
- Liaise with recruitment agencies to source suitable relief candidates as requested.
- Prepare and issue employee contracts and contract variations as appropriate.
- Coordinate staff orientation and on boarding, including requesting travel and accommodation bookings and occasionally make these bookings if required.
- Administer the Human Resource System ELMO and electronic employee personnel files ensuring accuracy of records and that compliance is met.
- In conjunction with Senior HR Advisor contribute to policy and procedure review and development.
- Additional duties as required by the Senior HR Advisor & HR Manager.

Our Vision

Travelling and working together to help people live healthy lives, get better when they are sick, and improve wellbeing of the people living on the Ngaanyatjarra Lands

Our Values

Respect – Community – Holistic Care – One Team – Learning – Accountability

Selection Criteria

Essential

- Relevant qualification in Human Resources and minimum 2 years’ experience in a HR role.
- maintain confidentiality and integrity in working with staff information and files;
- have the ability to plan work and be well organised;
- establish appropriate priorities and meet deadlines;
- maintain attention to detail in the preparation of sensitive material;
- have strong IT skills with the ability to learn new systems and platforms;
- possess the ability to multitask and work in a semi-autonomous environment;
- possess well-developed skills in communication and problem solving;
- Current Manual NT Drivers Licence.
- Current National Police Clearance or the ability to obtain.
- Ability to travel regional, remote and interstate on unsealed roads by 4WD or by light aircraft.

Desirable

- Diploma Human Resources
- 5 years experience working in a HR role

Name of Employee.....

As occupant of this position I have noted the responsibilities and other requirements as detailed in this document.

Signed /..... /.....

Approved By:	HR Manager	Revision No.	002
Date Approved:	May 2020	Next Review Date:	May 2021