



HR / WHS Officer

Position Description

Job Title: HR / WHS Officer

Position Reports To: Human Resources Manager

Location: National Centre of Indigenous Excellence, 180 George St, Redfern.

Status: Full-time, fixed term

Direct reports: nil

Primary Purpose of Job

Reporting to the HR Manager – People & Culture, you will be responsible for coordinating and administrating key people and work health safety related activities across the business as well as deliver an exceptional employee experience at National Centre of Indigenous Excellence.

The HR / WHS Officer is required to work under the broad direction of the HR Manager and work in partnership with other departments. The role requires an experienced HR / WHS Officer whose initiative and expertise will assist in dealing with the HR and WHS issues while maintaining strong working relationships with our internal and external stakeholders.

The HR/ WHS Officer will coordinate the continuous improvement and monitoring of the HR and WHS Systems that underpins all activities, programs and enterprises across the NCIE site. The HR / WHS Officer will:

WHS:

- Provide WHS advisory service to NCIE managers, supervisors and workers in relation to NCIE's WHS Management System and procedures;
- Participate in the planning process and contribute towards the achievement of Key Performance Indicators set in the WHS Annual Plan in conjunction with stakeholders;
- Conduct incident investigations with property managers and reporting as required including taking witness statements, root cause analysis and report writing;
- Participate in the development of risk management programs to facilitate cultural change for employees at all levels to ensure that managers, supervisors and workers are empowered and accountable to address WHS issues.
- Drive Health, Safety, Wellbeing initiatives for staff

HR:

- Provide operational support to maintain the HR Management System and procedures through the development of targeted training, support and provision of information to NCIE managers, supervisors and workers;
- Organising and maintaining personnel records
- Preparing formal HR formal documents such as employment contracts, variation letters and communications etc.
- Coordinate recruitment activities and advising line managers of due process
- On-boarding and off-boarding activities for employees in a timely manner
- Participate in the coordination of a rewards a recognition programs
- Drive training, qualifications, licencing and compliance
- Sound knowledge in interpreting and providing advice on Awards and Agreements



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Qualifications

Completion or progress towards an appropriate tertiary qualification (such as HR Management, Work Health & Safety Management, or similar) is required.

A NSW Working with Children employment clearance is required for this role.

Key Result Area (KRA) Key Performance Indicator (KPI)

Applicants will be expected to be able to demonstrate the skills and experience required to fulfil to a high standard all responsibilities and objectives of the role including:

Consultation and Communication on WHS

- Effectively communicating and educating workers about WHS requirements and issues through providing proactive advice, guidance and positive WHS direction to all employees;
- Assisting Managers and/or event coordinators in conducting risk assessments and delivery of induction programs for employees, visitors and contractors and refresher training as required;
- Coordinating a WHS communication strategy and maintaining communication mediums (including Shared drive, WHS pages on the NCIE extranet).
- Delivering WHS educational and awareness programs and campaigns as per established project/ annual plans.
- Develop, monitor and report on WHS Annual Plan to communicate and promote the work of HR / WHS Officer and affiliated committees/ activities/ personnel.
- Working as an effective NCIE team member and of the wider organisation network, through fostering a cooperative, professional and positive work atmosphere.

WHS Compliance and systems

- Demonstrating WHS compliance through the provision of and practical implementation of NCIE's WHS management system.
- Continuous review and improvement of the NCIE's WHS management system, policies, procedures, operational manuals, through the delivery of targeted and general WHS campaigns and programs.
- Monitoring WHS compliance and performance of WHS management systems across the NCIE and communicating outcomes to key internal and external stakeholders effectively.
- Lead proactive duties such as risk assessments, WHS audits, hazard inspections and other risk management activities and accurately use and maintain information and recording systems, in accordance with NCIE's risk management framework.
- Provide accurate, timely WHS reporting which includes statistical data across NCIE to ensure correct, compliant and appropriate reporting is provided to Executive Management and WHS Committees.
- Ensuring the timely response, management of incidents in accordance with NCIE policy and legislative requirements.



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	<ul style="list-style-type: none">• Environmental incident reporting, review and management
WHS Injury Management, Worker's Compensation and Rehabilitation	<ul style="list-style-type: none">• Provide injury management services (early intervention, case management, rehabilitation, return to work of injured NCIE workers) and working with Managers to ensure all documentation is completed in a confidential and timely manner.• Managing workers' compensation claims by regular contact with workers and the Insurer and maintaining up-to date records, confidential files, documentation reports and statistics.• Managing worker injuries and illnesses (Including non-compensable) ensuring that employees can safely resume work by providing advice and approval on case management, rehabilitation and return to work programs.• Actively liaising with regulatory and insurance authorities (Comcare and State based Insurers) and rehabilitation providers to ensure NCIE is meeting statutory obligations and seeking best practice outcomes.• Reporting to the WHS Committee, Executive Management team and WHS Group Manager on worker's compensation and Rehabilitation statistical data as required.• Promoting the Employee Assistance Program.
Employee WHS	<ul style="list-style-type: none">• Modelling healthy and safe behaviour and ensuring personal health and safety at work.• Not adversely affecting the health and safety of other workers or persons.• Proactively detecting and reporting hazards, then reporting them to the line manager to ensure timely and proper control.• Complying with all reasonable instructions, policy, procedures and safely using equipment.• Reporting any incidents (near misses/injury/illnesses).
WHS Risk Management	<ul style="list-style-type: none">• Actively participate in risk assessment reviews, contribute to and adhere to policy and operating procedures, developed to manage workplace risks• Assists with developing, implementing and managing a consolidated organisational risk and compliance portfolio including but not limited to WHS, financial, people, systems and operational risk. WHS Advisor will regularly discuss specific task or activity risks and controls/treatment plans via team meetings.
HR Admin	<ul style="list-style-type: none">• Assist in maintenance of the Company's HR and WHS system by updating and providing support to users• Being responsible for day-to-day HR administration such as updating organisational charts, drafting documents and letters and also updating the data base• Complete a file audit checklist for each employee record• Assist in collating and reporting of HR data and metrics• Respond to emails and requests at a first point of call and also coordinate HR communications



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	<ul style="list-style-type: none">• Enter and maintain data into HR / WHS systems as required to ensure data integrity and all HR records remain up-to- date• Assist in any project work• Ensure all HR documents and HR files are up to date and are stored appropriately• Carry out effective employee management practices to ensure staff requirements are processed seamlessly, including the management of probationary periods and contract expiration• Assist with the development, maintenance and implementation of HR policies and procedures
Recruitment	<p>Responsible for on-boarding and off-boarding recruitment activities including:</p> <ul style="list-style-type: none">• Write job advertisements and post on relevant channels• Manage stakeholders to ensure smooth functioning of the recruitment process, including process and timeline requirements are met• Complete compliance checks such as police check and working with children checks• Assist with short-listing, interviewing and reference check as required• Drafting employment contracts and variation letters• Update documentation such as job descriptions, inductions and new employee documentation etc.• Coordinate the exit interview process• Manage on-boarding and off-boarding activities for employees timely manner
Training and compliance	<ul style="list-style-type: none">• Ensure staff are compliant with their mandatory licences and certifications that are essential for their role• Update and maintain the WWCC Working With Children's Register• Ensure police verification checks are conducted• Send notifications if there are any licences or certifications about to expire• Book and organise staff training as requested• Induction of new employees
Rewards and recognition	<ul style="list-style-type: none">• Coordinate and plan employee benefits programmes and events
NCIE's core values	<ul style="list-style-type: none">• Consistently act in accordance with the NCIE's values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making.
NCIE Policies and Procedures	<ul style="list-style-type: none">• Contribute to the development, compliance, maintenance, training and application of NCIE policies and procedures.



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Selection Criteria

The occupant of this position will be able to demonstrate the possession of the following criteria:

1. Minimum of 2 + years' experience in a similar HR / WHS role
2. Extensive knowledge and experience in interpreting and applying relevant WHS legislation, with the ability to develop WHS strategies and demonstrate implementation to manage risks and improve operational outcomes.
3. Well established knowledge and demonstrated experience in managing complex WHS projects, especially regarding WHS management system building and implementation, stakeholder relationships, setting timeframes and meeting deadlines.
4. Sound knowledge of contemporary human resources management theory, principles and practice
5. Demonstrated project management skills, with the ability to initiate, plan and organise multiple projects and work programs and manage conflicting priorities, identifying acceptable costs, meeting deadlines and commitments to conclude projects, within time and budget.
6. Experience in developing and delivering balanced and practical solutions to WHS issues in a complex range of business enterprises, including Child Services, Aquatics and Food Service facilities, with consideration of program needs, stakeholders and cultural factors.
7. Well established research, analysis and report writing skills to effectively inform, advice and make constructive recommendations in regards to HR / WHS related matters.
8. Proven ability to provide accurate, considered and timely claims and injury management advice against the relevant legislation and statutory frameworks.
9. Ability to partner with other departments by providing coaching and synergies to other employees / managers within the WHS and HR discipline.
10. Proven ability to successfully manage training and compliance.
11. Well established knowledge of rewards and recognition programs.
12. Demonstrated experience with interpreting relevant employment related legislation including Fair Work Act, Nation Employment Standards and Modern Awards
13. Demonstrated end-to-end recruitment skills, advertising, sourcing, shortlisting interviewing and on boarding candidates
14. Experience preparing employment contracts and variation letters
15. Ability to plan and organise the smooth running of the HR function ensuring compliance items are met
16. Creation and analysis of position descriptions, policies and procedures and forms to effectively inform, advise stakeholders
17. Highly developed communication skills both written and verbal to effectively facilitate and negotiate significant outcomes with a wide range of people, including the ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.
18. Proven ability to create and maintain an expectation of trust, respect and confidentiality and the ability to display and enact sound judgment in regard to highly sensitive and/or critical issues.



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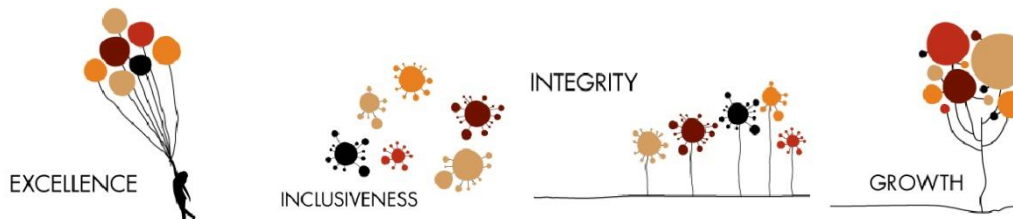
Practical Requirements

The preferred candidate will be engaged on 1 year fixed term Employment Agreement.

Appointment to this position will be subject to a probationary period of 6 months.

Work outside of the normal hours of duty may be required.

Employment will be subject to a Criminal History Check and the candidate must have or have the ability to get a NSW Working with Children Check clearance.



This position description is intended to be a guide to the principal duties and responsibilities of the post and includes specific tasks by way of illustration. It is not intended to be a definitive or exhaustive list. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.