



LARRAKIA NATION

ABORIGINAL CORPORATION

ICN 3170

HUMAN RESOURCES MANAGER

ABOUT THE CORPORATION

Larrakia Nation Aboriginal Corporation (LNAC) is the peak advocacy and support agency for the Larrakia people, the traditional landowners of the Greater Darwin area. Initially established in 1998 to represent the Native Title interests of the Larrakia people, the LNAC has since evolved into a vital service delivery organisation focussed on addressing the social, cultural and economic aspirations of the Larrakia people by initiating and administering programs, projects and services for the broader Aboriginal community.

LNAC is a not-for-profit organisation, receiving the majority of its operating expenses from funding from the NTG & Commonwealth Governments.

POSITION DETAILS

JOB TITLE: HUMAN RESOURCES MANAGER

PROGRAM: ADMIN PROGRAM

LOCATION: 76 DICKWARD DRIVE, COCONUT GROVE

POSITION: FULL TIME

REPORT TO: CEO

MORE INFO: HR Department
T: 08 8948 3733
E: hr@larrakia.com

KEY RESPONSIBILITIES

OBJECTIVE: To ensure the organisations developmental goals and objectives are achieved through best practice management and support of staff. We aspire to high level, fair and nurturing management of staff encompassing sound principals of Human Resource management and practices are upheld. This is inclusive of staff selection, training and development.

- Direct the formulation of human management strategies, policies and plans;
- Advise and assist managers in recruiting, training and development programs;
- Develop and implement performance management systems to plan and advise managers to appraise their staff and improve individual and team performance;
- In conjunction with the Chief Executive Officer represent the organisation in negotiations with unions and employees, to determine remuneration and other conditions of employment;
- In conjunction with the Finance team, assist with the application of redundancy and other employee retrenchment policies and entitlements;
- Advise other managers in personnel and industrial relations matters;
- Take part in strategic management;
- Updating of position descriptions and policies, maintenance of personnel records, personnel records tracking and ensure that relevant information systems are kept up to date;
- Contribute to the efficient and effective functioning of the workplace in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the CEO;
- Assisting the CEO with new staff appointments. i.e. Contracts, organisational charts, documentation, orientation;
- Assisting managers to undertake recruitment processes through the development of a consistent organisation framework;
- Attend Admin and Line Management meetings;
- Provide reports to the Chief Executive Officer when required;
- Promote the role and importance of Aboriginal Community Controlled Organisations within government and the community;

KEY RESPONSIBILITIES

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- Advocate for and represent the interests of the Larrakia Nation through adherence to Organisation protocols;
- Represent the Larrakia Nation at meetings, seminars, conferences and functions as appropriate;
- Other duties as directed by the Chief Executive Officer;
- Maintain respect for Larrakia people and traditional country.

SELECTION CRITERIA

Applicants **MUST** possess the following:

SC1	Relevant knowledge and experience within a similar human resource management role
SC2	Demonstrated experience in managing or leading multi-disciplinary teams in the Aboriginal community sector
SC3	Demonstrated ability to plan, organise, analyse and make sound decisions
SC4	Demonstrated ability to prepare written reports and proposals
SC5	Proven high level of communication skills including liaison, negotiation and conflict resolution with people from a wide range of cultural and social backgrounds
SC6	Ability to draft and format complex written documents with a high level of attention to detail
SC7	Excellent communication, interpersonal skills and time management ability
SC8	Demonstrate impeccable confidentiality skills and have a genuine and deep awareness of the complexities of the situation of Aboriginal people in the NT
SC9	Sound organisational skills and demonstrated competency in computer programs such as Microsoft Office, MYOB & HR Databases
SC10	Understanding of cultural protocols, together with a willingness to work respectfully in accordance with Larrakia and other Indigenous culture

It would be considered an **advantage** if applicants also possess:

1	Identify as Indigenous
2	Understanding of and commitment to the concept and practice of Aboriginal community control and a commitment to assisting the ongoing development of the policies and procedures of the Larrakia Nation
3	Qualifications in Human Resource Management, Business or other relevant qualifications

Note: All applicants and/or employees are required to provide at least **two** current, verifiable referees and will be required to undertake a Police Clearance & Working with Children Check.

EMPLOYEE ENDORSEMENT: (Sign below & initial each page **ONLY** if offered employment)

I, _____ [PRINT FULL NAME] understand and accept that I will be required to perform the duties and tasks contained in this Position Description and such other duties and tasks that LNAC may assign to me, regarding my skills, training and experience.

Sign: _____ Date: ____/____/____