

POSITION DESCRIPTION

Position:	Senior Human Resources Officer
Program:	Administration
Salary sacrifice available:	Yes – through external provider (currently \$15,900 pa attracts no PAYG)
Superannuation:	9.25% employer contribution (in addition to actual base salary)
Standard working days:	Monday to Friday
Shift Worker:	No
Responsible to:	Operations Manager
Work Location:	76 Dickward Drive, Coconut Grove
Work related travel:	Yes, as required

THE ORGANISATION:

The Larrakia Nation Aboriginal Corporation (“LNAC”) is a member-based body corporate registered under the Commonwealth Corporations (Aboriginal and Torres Strait Islander) Act 2006 (the CATSI Act). The members are represented by a Board of Directors which is legally responsible for administering the corporation in accordance with the CATSI Act and establishing broad policies and objectives for the corporation. The Chief Executive Officer (“CEO”) is responsible for implementing the policies and objectives established by the Board of Directors and managing the day-to-day activities of the corporation.

The 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.

The members of LNAC are those Aboriginal persons who, under traditional law and custom, hold rights and interests to the traditional country (Darwin Harbour, Cox Peninsula, most of Gunn Point and much of rural Darwin).

LNAC is a not-for-profit organisation and receives the majority of its capital and operating expenses from the Northern Territory Government, Commonwealth Government and by entering into business partnerships with the private sector.

PROGRAM DETAILS:

Administration provides accurate and timely financial, accounting, administrative, and HR services on program areas to enable the corporation to meet its legislative and contractual obligations.

Primary Objective

The primary objective of this position is to ensure the organisations developmental goals and objectives are achieved through best practice management and support of staff. Larrakia Nation is committed to supporting its employees through sound human resource management practices and fostering a fair and nurturing workplace. This is inclusive of staff selection, training and the development of Larrakia Nation's workforce within the context of continually improving and delivering high quality services.

The position requires an innovative and skilled individual to conduct the day to day activities under the authority of the Chief Executive Officer with occasional reportage to the Board of Directors. The incumbent should be proficient in computer and information technology applications (Word, Excel and knowledge of MYOB payroll), have excellent organisational, communication and interpersonal skills and proven ability to exercise initiative. The incumbent will also demonstrate impeccable confidentiality skills and have a genuine and deep awareness of the complexities of the situation of Aboriginal people in the NT.

KEY RESPONSIBILITIES:

1. Develop and implement human management strategies, policies and plans.
2. Advise and assist managers in recruiting, training and development programs.
3. Provide advice to management on compliance with Industrial Relations law, Fair Work obligations and other Commonwealth and Territory legislation
4. Develop and implement performance management systems to plan and advise managers to appraise their staff and improve individual and team performance.
5. Support management with the performance management system, including mediation, disciplinary action and termination
6. In conjunction with the Chief Executive Officer and Operations Manager represent the organisation in negotiations with unions and employees, to determine remuneration and other conditions of employment.
7. In conjunction with Finance, oversee the application of redundancy and other employee policies and entitlements.
8. Develop and update position descriptions, maintain personnel records by tracking and ensure that relevant information systems are kept up to date.
9. Contribute to the efficient and effective functioning of the workplace in order to meet organisational objectives, which includes demonstrating appropriate and professional workplace behaviours and providing assistance to team members as required.
10. Organise all recruitment and selection of Larrakia Nation staff, including utilising community specific strategies.
11. Assisting the management with new staff appointments. i.e. Contracts, organisational charts, documentation.

Approved



Bob Savage, Chief Executive Officer Date

5/2/16

12. Coordinate training for staff, develop and maintain a training calendar and input completion of training on staff records.

OTHER RESPONSIBILITIES

13. Attend Admin and Line Management meetings
14. Collate and check timesheets and provide checks for payroll
15. Provide reports to the Chief Executive Officer and Operations Manager when required.
16. Promote the role and importance of Aboriginal Community Controlled Organisations within government and the community.
17. Advocate for and represent the interests of the Larrakia Nation through adherence to Organisation protocols.
18. Represent the Larrakia Nation at meetings, seminars, conferences and functions as appropriate
19. Develop and undertake activities which contribute to a positive workplace and staff wellbeing.
20. Take part in strategic management.
21. Undertake any other duties at the request of the Chief Executive Officer or Operations Manager which are considered relevant to the position.

SELECTION CRITERIA

Essential

1. A minimum of 2 years' experience within a similar human resource management role.
2. Demonstrated experience in supporting multi-disciplinary teams in the Aboriginal community sector.
3. Demonstrated ability to prepare high quality written reports and proposals.
4. Demonstrated ability to plan, organise, analyse and make sound, considered decisions.
5. Proven high level oral and written communication skills including liaison, negotiation and conflict resolution with people from a wide range of cultural and social backgrounds;
6. Ability to draft and format complex written documents; high level of attention to detail.
7. Excellent communication and interpersonal skills.
8. Demonstrated time management.
9. Sound organisational skills and demonstrated competency with various computer programs and technologies.
10. Demonstrated understanding of the principles of Affirmative Action, EEO and WHS.

Desirable:

1. Experience in HR management in an Aboriginal context
2. Tertiary qualification in Human Resource Management, Business or Public Administration.

Approved *CS*

Bob Savage, Chief Executive Officer Date 5/2/16

APPLICATION PROCESS

Applicants to provide a current curriculum vitae and letter explaining how they meet the selection criteria to Senior Human Resource Officer on hr.officer2@larrakia.com or by post to PO Box 1098, Nightcliff NT 0814

Note:

Applicant's are required to provide at least two (2) current verifiable referees and may be required to undertake a Police background check.

Employee endorsement:

(Initial each page and sign below only if offered employment)

I, _____ [print your 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, having regard to my skills, training and experience.

Dated: / /

Signed: _____

Approved 

Bob Savage, Chief Executive Officer Date 5/2/16