



POSITION DESCRIPTION

Position Title: Human Resources Officer	Date: 26 September 2016
Business Unit: Operations	Prepared by: CAG/CB
Reports to (title): Operations Manager	Approved by incumbent:
Position Type: Part Time at 0.6 to 0.8	Approved by manager:
Location: Melbourne	Approved by Chief Executive Officer:

Organisational Environment:

Our Vision: To end family violence by working with men.

Our Mission: NTV/MRS provides leadership and participates in policy, practice and resource development, service delivery and advocacy to respond to and prevent male family violence by addressing men's use of violence, power and privilege.

Our Values: Accountability, Gender Equity, Leadership, Change and Respect.

A key value is **Accountability** which can simply be stated as:

"We say what we do, do what we say and let people know, and we take responsibility for seeking help."

This is not just about better regulation, it's about better articulation of our expectations.

Accountability in action in an operational sense means that we:

- ✓ Know what we're accountable for – for what and to whom.
- ✓ Do what we say we're going to do and match outcomes against expectations.
- ✓ Report what we've done, what we do and what we will do and do this without being asked.

Our Beliefs: NTV/MRS conducts its work on the following beliefs:

- ✓ We are a pro-feminist organisation that acknowledges the gendered nature of family violence;
- ✓ The safety of women and children is central to what we do, and their voices must be heard;
- ✓ Man's use of violence is a choice and men must take responsibility for their behavior;
- ✓ The definition of "family" includes same-sex, and mixed families; and,
- ✓ We are committed to demonstrating diversity in our organisation.



Position Objective:

The role of Human Resources and Operations Administrator is to provide NTV/MRS with professional Human Resources (HR) services to managers, staff and volunteers and to manage the HR administration functions, ensuring the Company is compliant with its own policies and legal and other obligations. As such, the incumbent implements and refines HR policies and processes and has influence at all levels throughout the organisation. However, the incumbent must work closely with the Operations Manager, liaising at all times and ensuring that issues are identified and responded to appropriately.

Key Responsibility Areas:

HR Administration/Service

- Ensure employee and volunteer-related queries are handled confidentially and expeditiously.
- Manage and maintain the administration of employee records for employees and volunteers, ensuring security, integrity, confidentiality and compliance with the Privacy Act and other State and Federal legislation, and funder requirements. Conduct audits of HR data.
- Administer and report on leave entitlements (eg. annual, long service, etc.) for all employees, and work with the Finance Officer to ensure reconciliation with payroll records
- Administer any new or departing employee and volunteer requirements.

Staffing & Performance Management

- Liaise with Operations Manager and other senior management regarding temporary and permanent recruitment for all positions below Senior Management Level. Coordinate the recruitment, selection and induction of staff, whether directly or via an external agency. Ensure organisation charts are kept up to date.
- Provide a training and development service by sourcing external providers or alternatively design and develop internal courses and deliver these to other personnel.
- Provide regular advice and assistance to line managers on HR issues and practices. This may be provided directly by the incumbent or by the incumbent obtaining expert, external assistance from consultants and contractors as necessary and with the approval of the Operations Manager

Volunteer Coordination

- Implement policies and practices within the organisation, in line with national volunteering standards.
- Assist other staff to recruit, train and support volunteers.
- Coordinate activities to thank and celebrate the contribution of volunteers.

HR Projects

- Manage or assist with HR projects by working closely with the Operations Manager. Projects will include coordinating regular performance appraisals, members' annual general meetings etc.
- Produce regular and ad-hoc audit/statistical reports for the organisation and other stakeholders, including drafting Board reports and papers and responding to requests for



information. Gain authorisation from the Operations Manager before distribution of information or reports.

- Assist in compiling information of budgets for the Human Resources department and for personnel budgets across the organisation as part of the annual business planning process.

Occupational Health and Safety/EEO

- Arrange Workcover insurance cover and supply information to insurer as required.
- Assist with the development and implementation of in-house policies pertaining to OH&S
- Process Workcover claims appropriately and in a timely manner. Determine the legitimacy of claims with supervisors/managers. Liaise with treating medical practitioners.

Operations

- Assist with compliance issues, such as updates to records held by the ACNC, ASIC, CAV etc.
- Update policies and procedures as required by changes in legislation, or due to the commencement of work in other States and Territories
- Assist the Operations Manager with other tasks as required.

Significant Working Relationships:

Internal:

- All employees and managers

External

- Recruitment agencies
- External training and development consultants
- HR consultants and contractors
- External job candidates
- Insurance representatives and administrators
- Employee Assistance Program administrators
- Payroll and salary packaging providers



PERSON SPECIFICATION

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Well-developed problem solving and numerical skills ▪ Can develop and implement policies and procedures. ▪ Excellent administration and report writing skills <p>Computer literate in PC LAN environment, internet, databases and the Microsoft Office suite (Word, Excel, PowerPoint, Outlook)</p>	<ul style="list-style-type: none"> ▪ Experience in managing projects • Experience in using accounting packages • Experience in coordinating volunteers
Knowledge	<ul style="list-style-type: none"> ▪ Knowledge of HR or administration ▪ Can consult with managers and staff. ▪ Awareness of contemporary HR trends and developments ▪ Possess a working knowledge of personnel administration procedures ▪ Understanding of equal opportunity, occupational health and safety, privacy and other associated legislation and regulations 	<ul style="list-style-type: none"> ▪ Completed or completing a tertiary qualification in Human Resources or equivalent.
Attributes	<ul style="list-style-type: none"> ▪ Trustworthy with confidential information ▪ Discreet in disseminating information pertaining to any company matters ▪ Can work independently. ▪ High degree of accuracy and attention to detail ▪ Can work to strict deadlines ▪ Communicates effectively and promotes good human relations 	