



<b>Position title</b>	Human Resources Administrator
<b>Group</b>	Corporate Services
<b>Employment status</b>	Full time, ongoing
<b>Salary Range</b>	As per SCHCADS Award
<b>Position reports to</b>	Human Resources Advisor
<b>Location</b>	Abbotsford and/or Collingwood
<b>Delegation</b>	N/A

### Organisation environment

Djirra<sup>1</sup> is an Aboriginal Community Controlled Organisation (ACCO) that works towards a future where all Aboriginal women are strong, safe, independent, healthy and positive in their lives, culture and communities. All Djirra’s work is designed by and for Aboriginal women and is deeply respectful of and connected to community. Self-determination is the foundation of everything we do: it is Our Cultural Way.

Djirra’s vision is to provide high quality culturally appropriate services for Aboriginal women in Victoria who have experienced or are experiencing family violence.

We are committed to ending family violence against Aboriginal women and their children through holistic and culturally safe specialist services, prevention programs and advocacy for change. Our services have state-wide reach.

Djirra offers a range of services including:

- **Holistic and culturally safe legal and non-legal** support to Aboriginal people, particularly women, who experience family violence or sexual assault. Each client is assisted by a lawyer and support worker who together address the multitude of interrelated legal and non-legal issues our women face. Legal advice and representation is provided on intervention orders, child protection, family law and victims of crime assistance.
- **Individual Support Services** is a program of Djirra which provides culturally safe, trauma informed support to Aboriginal women requiring personalised short or longer term interventions to assist in achieving a safe and stable environment for them and their children. Individual Support Services comprises case management with brokerage, face-to-face and phone counselling and an after-hours support line.
- The **Koori Women’s Place (KWP)** provides wrap-around support and works to build trusting relationships with Aboriginal women through our shared connection to culture. Aboriginal women can be referred for an appointment, walk into our space or book into a workshop. Mainstream and Aboriginal service providers are available for appointments within the safety of the KWP.
- Our **community education and engagement programs** provide support for women through personal support and empowerment programs.

Djirra also offers a range of workshops in Melbourne and regional areas:

- **Sisters Day Out®** is a wellbeing workshop where Aboriginal women support each other, get information about legal rights and options, and engage with mainstream and Aboriginal support services.
- **Dilly Bag** is a four-day residential program that draws on cultural principles to promote healing.
- **Young Luv®** is designed for young Aboriginal women aged 13 to 18 and focuses on promoting healthy relationships.

### Role purpose

<sup>1</sup> Djirra is the Woiwurrung word for the reed used by Wurundjeri women for basket weaving. Traditionally, when women gathered to weave, important talks took place and problems were solved. Djirra symbolises Aboriginal women today, still coming together to share stories, support each other and find solutions.



This position sits within Djirra’s Operations team. The Human Resources Administrator is a key support position that will work closely with the Human Resources Advisor to support the operational activity of the function. You will provide a high level of administration support to ensure that Djirra is compliant with relevant legislation, regulatory requirements, professional standards and guidelines that relate to all HR/IR related matters. Much of the work will be of a confidential nature.

**Key accountabilities**

- Assist with ensuring Djirra functions effectively as an Aboriginal Community Controlled Organisation (ACCO).

**Activities**

- Assist with implementing recruitment procedures and practices, co-ordinating and supporting Managers with end-to-end recruitment and selection; PD review/development, ad copy/vacancy listing, interviews, reference checking and offer stages.
- Assist with organising onboarding and inductions including organising relevant checks such as Working With Children Checks and National/International Police checks.
- Provide support with maintaining Djirra’s Performance and Development Planning and Review framework, coordinating and supporting Managers to conduct Performance and Development Planning Reviews.
- Assist with ensuring Djirra’s training activities are planned and records are maintained.
- Assist with off boarding of employees e.g. preparing and conducting exit checklists and exit interviews as required.
- Other duties including assisting with human resources related projects as required

**Administration**

- Prepare correspondence, letters, reports, minutes of meetings, variation letters and other documents as required.
- Ensure that all HR related paperwork is filed (including hard and soft files) and recorded in a timely manner.
- Keep the organisation charts, staff contact listing, and other HR information on SharePoint and other systems (including the website) up to date at all times.
- Assist with maintaining the Djirra’s HR Policies and Procedures and work with the Human Resources Advisor to ensure they are implemented.

**Decision-making authority**

- Recognise when to involve/escalate to the Human Resources Advisor.

**Key interactions**

- Internal: Human Resources Advisor, Operations Manager, Finance Manager, Facilities Coordinator, senior managers and other employees.
- Employer groups, industry associations, government authorities and other relevant bodies as required.

**Key selection criteria**

**Professional / Functional Skills**

- Previous experience in a generalist Human Resources Administration/Officer role, preferably in a community focused organisation.
- Good knowledge of relevant legislation and regulations.
- Comprehensive understanding of HR processes including recruitment
- Ability to work unsupervised and independently
- Knowledge of the National Employment Standards and ability to comply with all legislative requirements





<b>Competency</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream organisations.</li> <li>• Well-developed written communication skills.</li> <li>• Well-developed interpersonal skills with the ability to liaise across all levels both internally and externally</li> <li>• Proven ability to assess and meet priorities and deadlines through good time management in a self-organised and methodical manner.</li> <li>• Proven strong attention to detail, and an ability to maintain a high degree of discretion, confidentiality, and professionalism</li> <li>• Able to display flexibility and take initiative</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• Advanced PC skills, including strong familiarity with MS suite of tools (including Word, Excel and Outlook)</li> <li>• Ability to become familiar quickly with other databases used at Djirra (e.g. Workable, SharePoint etc)</li> </ul>

**Qualifications**

An undergraduate qualification (degree course) in Human Resources or relevant experience in a similar position.

**Workplace health and safety**

Djirra is committed to providing and maintaining the health and safety of its employees.

All staff at Djirra are expected to champion proactive and positive health and safety practices in the workplace and when working offsite by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner. Staff are encouraged to undertake related training e.g. – First Aid training, Fire Warden, etc.

Information about these policies is contained in Djirra’s Human Resources Policy Manual.

**We are a Child Safe Organisations**

Djirra is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Djirra is subject to a satisfactory Australian Criminal History Check and an *Employee Working with Children Check* (in Victoria).

An International Police Check will also be required if you have resided continuously in an overseas country for 12 months or more in the last ten years.

**Other important information**

Djirra employees and volunteers are required to act in accordance with Djirra’s values and behaviours of:

- respect for people and culture
- trust
- integrity
- resilience; and
- empowerment

Djirra’s employees and volunteers are required to adhere to relevant policies and procedures including, but not limited, to:

- Code of Conduct Policy
- Occupational Health and Safety Policy
- Social Media Use Policy
- Privacy Information Policy





- Conflict of Interest Policy
- Volunteer Policy

Information about these policies is contained in Djirra’s Human Resources Policy Manual.

In line with the Victorian government mandate all Djirra workers - including employees, volunteers, contractors, and students on placement - must either:

- be fully vaccinated against COVID-19, or
- hold a completed and signed Australian Immunisation Register medical exemption.

Djirra requires this of anyone who is working remotely or virtually with or for Djirra, as well as those working face to face. This is to ensure we are consistently promoting, supporting, and re-enforcing the importance of vaccination for the communities Djirra works with, and for all our staff.

We require evidence from each person we engage that they meet the requirements.

### ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

<b>Employee name:</b>		
<b>Employee signature:</b>		<b>Date:</b> /   /
<b>Manager’s name:</b>		
<b>Manager’s signature:</b>		<b>Date:</b> /   /

### HR CHECKLIST

- Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.
- Place one copy of completed form and any attachments on the employee’s Performance File.
- Retain original completed form and any attachments on the employee’s Personnel File.

**Initials:** \_\_\_\_\_

**Date:**   /   /



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