

Position title	Human Resources Projects Officer
Group	Corporate Services
Employment status	Part time or Full time/ Fixed term
Salary Range	As per SCHCADS Award <i>(if applicable)</i>
Position reports to	Human Resources Advisor
Location	Collingwood or another Djirra office
Delegation	N/A

Organisation environment

Djirra¹ is an Aboriginal Community Controlled Organisation with over 20 years' experience accompanying Aboriginal and Torres Strait Islander women, and their children, on their individual journeys. We find solutions through Aboriginal and Torres Strait Islander women sharing their stories, journeys, and experiences. Djirra celebrates women's strength and resilience. We are committed to a future without family violence.

We deliver holistic, culturally safe, specialist family violence support, legal services and case management, alongside cultural and wellbeing workshops and programs. Our services have state-wide reach, touching every part of Victoria to meet the needs of Aboriginal and Torres Strait Islander women. Self-determination is the foundation of everything we do.

Djirra amplifies the voices of Aboriginal and Torres Strait Islander women. We advocate for system-wide change to improve access to justice, eliminate systemic violence, and strengthen women's resilience.

We are an active member of the National Family Violence Prevention and Legal Services Forum, the peak body for Aboriginal and Torres Strait Islander people who are experiencing or at risk of family violence.

Role purpose

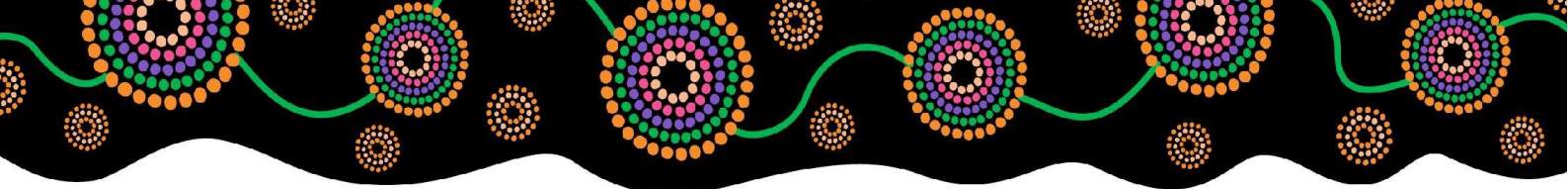
The purpose of this position will be to utilise your areas of expertise in human resources management and to support the success of key projects and its deliverables.

- Assist the HR team with new and existing projects whilst a Human Resources Information System is being implemented.
- Responsible for providing generalist HR support and advice across Djirra.
- A depth of generalist HR skills is required.

Key accountabilities

- Review develop and prepare implementation plans for HR related projects such as but not limited to:
 - Archiving projects
 - Human Resources Information System project
 - Employee Value Proposition project
- Advise on general HR enquiries and provide support to managers.
- Assist with managing the administration of the induction program to ensure all new starters are provided a positive introduction to Djirra.
- Manage the onboarding and offboarding process.
- Organise compulsory training for all Djirra staff where required.

¹ 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.



- Assist with the preparation of employment contracts and other onboarding information.
- Take responsibility for the administration of the HR Information System (HRIS) and employee files, ensuring all HRIS content and data is accurate and up to date.
- Provide proactive administration and coordination support to the Human Resources team for the day-to-day HR operations.
- Manage and organise the archiving of existing HR files and records.

Key selection criteria

Professional / Functional Skills	<ul style="list-style-type: none"> • Well-developed organisational and time management skills, with a proven track record of completing projects on time using disciplined project planning skills. • Demonstrated ability to work collaboratively within the Corporate Services team and teams across Djirra, and skills in building successful relationships with other internal stakeholders. • A continuous improvement mindset in the ongoing effort to improve products, services and processes. • Ability to support the development and management of project plans, reports and project communications.
Competency	<ul style="list-style-type: none"> • Demonstrated HR project management experience with the successful delivery of projects from concept to implementation. • Excellent communication and stakeholder management skills
Technical Skills	<ul style="list-style-type: none"> • Proficient in HR software and Microsoft Office suite including high level knowledge of Excel.

Qualifications

- An undergraduate qualification (degree course) in Human Resources or relevant working experience within a HR environment.
- Proven experience in project management is highly desirable.

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’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.

All Djirra employees, volunteers and students on placement - must either:

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

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.

Employee name:		
Employee signature:		Date: / /
Manager’s name:		
Manager’s signature:		Date: / /

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: / /



Sharing stories, finding solutions