



<b>Position title</b>	Junior Human Resources Administrator
<b>Group</b>	People & Learning
<b>Employment status</b>	Full time/Ongoing
<b>Salary Range</b>	As per SCHCADS Award
<b>Position res to</b>	Human Resources Administrator
<b>Location</b>	North Co or any other Djirra site
<b>Delegation</b>	N/A

**Organisation environment**

Djirra<sup>1</sup> 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**

This newly created, entry-level position reports to the Human Resources Administrator in the People & Learning team as part of the Corporate Services directorate. This position will work closely with the Human Resources Administrator by providing administrative support, assisting with recruitment, maintaining employee records and assisting with the onboarding and offboarding functions whilst gaining valuable hands-on experience. This position will also assist with updating and maintaining all HR records, employee files and systems database. A lot of the work will be of confidential nature.

**Key accountabilities**

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

**Activities**

- Provide high level support regarding the maintenance of the Human Resource Information System (HRIS) ensuring all employee data is uploaded in a timely manner.
- Assist with recruitment and induction processes – including all associated administrative activities - and basic employee queries

<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.





- Schedule the onboarding and induction of volunteers, students and employees as required including coordinating relevant checks such as Working With Children Checks and National/International Police checks and any other checks as required ensuring staff are compliant throughout their employment
- Prepare welcome packs for new employees whilst keeping track of merchandise and requesting fulfillment when required.
- Prepare mid and end of probation forms and schedule in appointments with each new employee and their manager upon commencement and then follow up to ensure completed forms are sent to relevant director/Deputy CEO for sign off.
- Maintain all training registers and schedule mandatory training for the year ahead, booking venues, liaising with employees, facilitators/training providers for dates etc.
- Ensure that training rooms are set up (packed up at the end of the day) and catering/snacks have been ordered keeping in mind dietary requirement (this will require travel to and from various locations).
- Maintain the data collated from Djirra’s Performance and Development plans.
- Assist with managing the off boarding of employees e.g. preparing and conducting exit checklists and exit interviews as required.
- Other human resources related projects as directed.

**Administration**

- Under guidance, draft correspondence, letters, reports, minutes of meetings, variation letters, announcements, statistics and other documents as required and requested.
- Ensure the organisation charts, staff contact lists, and other HR information on our systems (including the website) are always up to date

**Decision-making authority**

- Recognise when to involve/escalate to the Human Resources Administrator or the Human Resources Advisor

**Key interactions**

- Internal: People & Learning team, Director Corporate Services, Operations Manager, Finance Manager, Finance team, Facilities Coordinator- managers and other employees.
- IT For Business, employer groups, consultants, industry associations, government authorities and other relevant bodies as required.

**Key selection criteria**

<b>Professional / Functional Skills</b>	<ul style="list-style-type: none"> <li>• A qualification in HR, or intention to attain one</li> <li>• An understanding of HR processes and legislative requirements</li> </ul>
<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 communication and interpersonal skills with the ability to liaise across all levels both internally and externally</li> <li>• Good organisational skills with the ability to assess and meet priorities and deadlines through good time management in a self-organised and methodical manner.</li> <li>• Strong attention to detail, and an ability to maintain a high degree of discretion, confidentiality, and professionalism</li> </ul>





	<ul style="list-style-type: none"> <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 (eg Employment Hero, Sharepoint etc)</li> </ul>
<b>Qualifications</b>	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>• Valid driver's licence</li> </ul>	
<b>Desirable</b>	
<ul style="list-style-type: none"> <li>• Experience in a similar position within a community organisation or an ACCO.</li> </ul>	
<b>Workplace health and safety</b>	
<p>Djirra is committed to providing and maintaining the health and safety of its employees.</p> <p>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.</p> <p>Information about these policies is contained in Djirra's Human Resources Policy Manual.</p>	
<b>We are a Child Safe Organisations</b>	
<p>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 <i>Employee Working with Children Check</i> (in Victoria).</p> <p>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.</p>	
<b>Other important information</b>	
<p>Djirra employees and volunteers are required to act in accordance with Djirra's values and behaviours of:</p> <ul style="list-style-type: none"> <li>• respect for people and culture</li> <li>• trust</li> <li>• integrity</li> <li>• resilience; and</li> <li>• empowerment</li> </ul> <p>Djirra's employees and volunteers are required to adhere to relevant policies and procedures including, but not limited, to:</p> <ul style="list-style-type: none"> <li>• Code of Conduct Policy</li> <li>• Occupational Health and Safety Policy</li> <li>• Social Media Use Policy</li> <li>• Privacy Information Policy</li> <li>• Conflict of Interest Policy</li> <li>• Volunteer Policy</li> </ul> <p>Information about these policies is contained in Djirra's Human Resources Policy Manual.</p>	



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.

<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:**    /    /

