



HealingFoundation

Strong Spirit • Strong Culture • Strong People

Position Title:	Senior Officer HR
Reporting to:	Deputy Director Corporate Services
Direct Reports:	HR & Payroll Officer
Location:	ACT
Job Type:	Full time - ongoing
Capabilities Framework	Lead Practitioner Level 2
Initial Appointment:	Immediate
Last updated:	31.03.2021

THE HEALING FOUNDATION VISION

The Healing Foundation is a national Aboriginal and Torres Strait Islander organisation that partners with communities to address the ongoing trauma caused by actions like the forced removal of children from their families.

We focus on building culturally strong, community led healing solutions, through working closely with communities around the country.

THE ROLE AND THE TEAM

The role: Senior Officer – HR

We protect and support The Healing Foundation to ACHIEVE growth and sustainability.

We have a very positive culture, focusing on strengths and healing. We are a trauma aware, healing informed organisation. We are consciously working sector by sector, workforce by workforce to ensure that the truth of Stolen Generations Survivors and their descendants is heard, and solutions are actioned.

COMPETENCY FRAMEWORK CORE COMPETENCIES AND JOB SPECIFIC COMPETENCIES

The Healing Foundation Competency Framework is designed to provide a roadmap for leaders and teams to have more specific discussions on 'how to be successful' at The Healing Foundation by articulating our expectations of ourselves and others. It is designed to support the achievement of our strategic plan.

Reporting to the Deputy Director, Corporate Services your role must demonstrate the following Core competencies and Job specific competencies:

CORE COMPETENCIES	
PEOPLE AND RELATIONSHIPS	<ul style="list-style-type: none"> • Live our Values and Guiding Principles: Demonstrate our values and guiding principles in our daily behaviours, habits and interactions with others • Enhance Health and Wellbeing: Be socially responsible with a genuine commitment to an environment where people are safe and can enhance their physical, mental and emotional wellbeing • Grow Cultural Awareness and Connection: Appreciate and respect the significance that Aboriginal and Torres Strait Islander people place on culture, family and country, and how these elements are connected • Proactively Engage and Communicate: Build and maintain relationships with respectful and honest communication, that facilitates mutual benefits and outcomes
RESULTS AND EXPERTISE	<ul style="list-style-type: none"> • Understand Our Business: Be committed to the organisation’s mission, acknowledging our challenges and continually looking to add value and grow our strengths and opportunities • Service Delivery: Understand and meet the needs and expectations of our people, communities, suppliers and other key stakeholders and colleagues • Be Accountable and Outcome Focused: Accept responsibility for role, make prompt informed decisions and take focused action to achieve results
INNOVATION AND CONTINUOUS IMPROVEMENT	<ul style="list-style-type: none"> • Put Ideas into Action: With innovation at our core, be curious, explore new concepts and be prepared to try new ideas, backing ourselves and each other • Achieve Change: Seek to understand reasons for change and be open to new initiatives, providing constructive feedback and embracing change with resilience • Grow and Share Knowledge: Incorporate learning, knowledge capture and sharing into your work routinely

JOB SPECIFIC COMPETENCIES

ROLE & RESPONSIBILITIES	<p>Adherence to THF general risk principles:</p> <ul style="list-style-type: none"> • Do no harm • Prevent harm to others • Management and mentoring of the HR & Payroll officer • Responsible for the recruitment, selection induction and onboarding processes • Development and roll out of a cadetship and trainee program • Development and roll out of a Reward and Recognition program • Development and roll out of an intern and volunteer recruitment program • Development of an HR strategy, framework, manuals, work instructions, policies, procedures and best practice guides • Mapping and support for the development of KPI's that align with Operational and team plans • Probation and Employee engagement program (ACHIEVE) coordination • Management of grievances & terminations in consultation with the Deputy Director, Corporate Services • Development and facilitation of the annual training calendars • Sourcing and collation of HR metrics • Workforce planning • Oversight of leave, payroll, superannuation, LSL and PBI entitlements • Policy and Procedure Development • All other duties related to the HR function
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • Strong understanding of contemporary HR Processes • 3+ years' experience • HR Related qualifications • Experience working in Xero • State specific WWVP clearance
MANDATORY REQUIREMENTS	<ul style="list-style-type: none"> • High attention to detail • Ability to work autonomously and proactively • Ability to plan and forward think • Ability to think strategically • Personable and approachable personality • Ability to foster good working relationships with internal and external stakeholders • Ability to manage confidentiality
HIGH DESIRABLE CRITERIA	<ul style="list-style-type: none"> • Management and mentoring of Junior staff • Policy Development • Experience with presentations and training