

Position Description

Position Title	HR Officer
Mode of Employment	Part Time
Time Fraction	0.6- 0.8 FTE
Tenure	Permanent ongoing
Classification	Assistant Specialist
Reports to	HR Manager
Other information	Successful National Police Check required prior to appointment.

POSITION OVERVIEW

The Human Resources Officer will support the HR Manager in overseeing and administering various aspects of the HR function and employee lifecycle. This role will assist in ensuring the organisation attracts, develops, and retains exceptional talent.

The HR Officer will contribute to fostering a positive and inclusive workplace culture while implementing best practices in human resources management.

About the Parenting Research Centre (PRC)

The Parenting Research Centre (PRC) is Australia's only independent non-profit research and development organisation exclusively focused on parenting.

We believe that parenting is the most important influence on a child's health and wellbeing. To help parents, raise happy healthy children, we seek and share scientific knowledge of effective parenting, develop evidence-based practical solutions, and build the capability of the community to support parents.

Our corporate values are:

- Commitment: we believe in the importance of parenting
- Excellence: we do our best to apply scientific knowledge in a practical way
- Open-mindedness: we value learning and inquiry
- Innovation: we are flexible and creative
- Responsiveness: we respond to community needs
- Collaboration: we pool our knowledge and our resources
- Stewardship: we are trustworthy and accountable.

Our code of interpersonal behaviour is based on the values of:

- Respect: treat people with dignity and communicate their worth
- Responsibility: be dependable, trustworthy, and accountable
- Positivity: be positive and proactive, and focus on solutions and strengths
- Acceptance: embrace diversity, exercise tolerance, and look for the best in others

Personal Competencies Required	Position Competencies Required
<ul style="list-style-type: none"> • Ability to manage and maintain accurate records and data. 	<ul style="list-style-type: none"> • Proficiency in managing HR data, maintaining employee records, and ensuring compliance with data protection regulations.
<ul style="list-style-type: none"> • Strong verbal and written communication skills for effective interaction with staff and stakeholders. 	<ul style="list-style-type: none"> • Experience in assisting with job postings, candidate screening, and onboarding processes.
<ul style="list-style-type: none"> • High ethical standards and honesty, essential for handling sensitive information. 	<ul style="list-style-type: none"> • Ability to help maintain and implement HR policies and procedures.
<ul style="list-style-type: none"> • Ability to manage multiple tasks and prioritise effectively. 	<ul style="list-style-type: none"> • Experience in supporting the coordination of training programs and maintaining learning management systems.
<ul style="list-style-type: none"> • Ability to work collaboratively within a team and support colleagues. 	<ul style="list-style-type: none"> • Basic understanding of Workplace Health and Safety (WHS) legislation and ability to assist in coordinating WHS activities.

Key Responsibilities

The role will be responsible for supporting the HR Manager in developing, maintaining, and enhancing HR policies, processes, systems, and programs and providing support and advice to the leadership team and broader organisation on HR related matters such as employee relations, workforce planning, recruitment and development of staff.

Human Resource Management

- Assist the HR Manager in offering guidance to managers and staff on HR-related matters.
- Help maintain and implement HR policies and procedures in line with legislative requirements and best practices.
- Support the HR Manager in conducting employee engagement surveys and developing action plans.
- Assist in analysing trends, conducting salary benchmarking, and coordinating the remuneration strategy.
- Support the planning and coordination of talent management strategies and initiatives.
- Assist in managing exit interviews, collating data, and reporting insights.

Talent Acquisition

- Assist in managing job postings, candidate screening, interviews, reference checks, and employment offers.
- Help design and deliver effective onboarding and orientation programs for new employees.
- Support the development of strategies for attracting and recruiting staff, including advertising and networking.

Learning & Development

- Assist in coordinating the annual learning and development cycle.
- Help administer and promote the online learning platform.
- Maintain accurate records of learning and development activities.

WHS & Wellbeing

- Assist in ensuring the organization complies with State and Federal WHS legislation.
- Support the coordination of WHS and Wellbeing initiatives across the organization.
- Help develop and monitor WHS systems and policies.

HR Administration & Reporting

- Ensure accuracy, confidentiality, and compliance with data protection regulations.
- Assist in delivering quarterly and ad hoc HR reports, including recruitment, retention, and attrition data.
- Collaborate with finance and payroll departments to ensure accurate and timely processing of payroll and benefits administration.
- Ensure employee records are kept accurate and up to date.
- Assist in reviewing and updating HR policies in line with legislative and organizational changes.

Other tasks as assigned.

Selection Criteria

Essential

- A tertiary qualification in Human Resources Management, Business Administration, or a related area.
- Proven experience in an HR role, preferably within a not-for-profit or consultancy environment.
- Knowledge of employment laws and regulations.
- Strong verbal and written communication skills.
- Excellent organizational and time management skills.
- High level of integrity and professionalism.
- Ability to work collaboratively within a team.

Desirable

- Experience with HR information management systems and related platforms.
- Understanding of Workplace Health and Safety legislation and best practices.
- Commitment to fostering a diverse, equitable, and inclusive workplace environment.