

Coonamble Aboriginal Health Service (CAHS) is seeking an enthusiastic person to fill the position of Human Resource Officer. This role will work closely with the CEO and Senior Managers in relation to workplace and employment matters within CAHS.

The Human Resource Officer will play a vital role within the organisation and be involved in people-focused processes such as advising staff members, resolving issues in the workplace, hiring new staff members, overseeing performance reviews, and negotiating benefits, working arrangements and salaries.

1. Key Selection Criteria

- Bachelor Degree in Human Resource Management or equivalent and/or demonstrated experience of 5 years or more in a HR related role.
- Demonstrated experience in recruitment of staff, organising training and staff appraisals.
- Demonstrated experience in managing staff complaints and Industrial matters relating to Fair Work matters.
- Demonstrated experience in workers compensation claims.
- Ensuring that CAHS' employment policies follow national laws and regulations and provide counselling on policies and procedures to employees.
- Preparing job descriptions.
- Create and implement effective on boarding plans.
- Support management of disciplinary and grievance issues.
- Maintain employee records according to policy and legal requirements.
- Review employment and working conditions to ensure legal compliance.
- Promote equality, health and safety within CAHS.
- Recording and processing confidential information.

2. Additional Factors

- Current First Aid & CPR certificates.
- Excellent verbal and written communications skills.
- Excellent organisational skills.
- Culturally responsive within an ACCHO.
- Current NSW Driver's Licence.
- Current NSW Working With Children Check.
- Current National Criminal History Check.
- Proof of vaccination must be provided upon acceptance of appointment.
- You will be responsible for servicing CAHS operations in Coonamble, Dubbo and Gilgandra.

Remuneration Range - Will be assessed based on qualifications and experience.

All applications must include a **current resume** along with **cover letter addressing all Key Selection Criteria and Additional Factors** and be received by no later than 5pm Friday 29th March 2024.

Applications can be sent to PhilN@ctgservices.com.au or PO Box 36, Coonamble NSW 2829 (Please note, all mail must be received by the closing date)