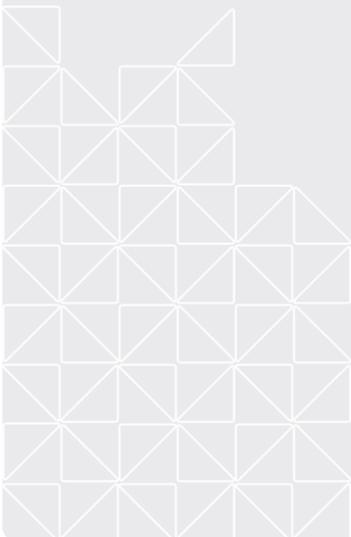


Human Resources Officer

Shared Services

- Join a thriving social justice organisation with a proud history and a powerful vision
- Use your HR skills to make a difference
- Work as part of a committed and passionate team
- Support the delivery of access to justice through pro bono



Human Resources Officer, Shared Services

You have a chance to join one of Australia's most successful public interest and social justice law organisations. At Justice Connect we believe that everyone deserves a fair chance at a better life. We believe in a world that is fair and just; where rights are respected and advanced, laws are fairer, and systems are more accessible and accountable.

We do this by connecting people who are lost in the legal system, or locked out of it, with free legal help. Too many people are only an unpaid bill or a lost job from a crisis. And community organisations who want to help are often too busy dealing with complicated regulations. But life's problems so often have a legal solution. We also challenge and change unfair laws that serve only to block people's ability to navigate a complex system.

Justice Connect is a dynamic and innovative organisation and has grown rapidly over the last four years. We are seeking a **Human Resources Officer** to join our Shared Services team. The Shared Services team provides support, advice and expertise across the organisation and is responsible for managing the physical work environment, developing and maintaining information technology tools to support the work of Justice Connect, recruitment and development of staff, management of and accountability for funds, and implementation of fundraising, events and communications strategies. The Shared Services team also oversees the governance and compliance obligations of Justice Connect.

The Human Rights Law Centre and Health Justice Australia are co-located with Justice Connect and the three organisations regularly collaborate on a range of issues. The Shared Services team provides a range of support services to the Human Rights Law Centre and Health Justice Australia on a fee for service basis.

The Human Resources Officer will act as the first point of contact for general operational human resources enquiries and issues for Justice Connect, the Human Rights Law Centre and Health Justice Australia. The position will facilitate the design and evaluation of position descriptions, recruitment management, oversight of performance management, and development and review of HR policies and procedures.

If you have strong HR and interpersonal skills and experience (preferably in the Not-for-profit sector), as well as a strong desire to make a difference for human rights and social justice, we look forward to hearing from you.



Applications close 10am Monday 19 February 2018

Position description, selection criteria and application details are available at www.justiceconnect.org.au/jobs

Position Description

Position title	Human Resources Officer
Position reports to	Chief Operating Officer
Salary	Pro rata of \$56,547.21 per annum, plus 9.5% superannuation, annual leave loading and generous salary packaging options ¹
Employment Status	Permanent
Hours	Part-time at 18.75 hours per week (0.5 FTE). Flexible working days and hours are available
Location	Level 17, 461 Bourke Street Melbourne VIC 3000
Closing Date	10am on Monday 19th February 2018
For further information	Contact Sophie Gordon-Clark, Chief Operating Officer on 03 8636 4407

Role purpose

The Human Resources Officer will act as the first point of contact for general operational human resources enquiries and issues for Justice Connect, the Human Rights Law Centre and Health Justice Australia. The position will facilitate the design and evaluation of position descriptions, recruitment management, oversight of performance management, and development and review of HR policies and procedures.

Key responsibilities

- Coordinate and assist in end to end recruitment including development and review of position descriptions, advertising, receipt of applications, scheduling of interviews and notification of outcome
- Preparation of all employee contracts and variations
- Maintain a log of position descriptions and work with managers to ensure their currency
- Maintain electronic and hard copy employee personnel files
- Archive employee personnel files on a timely basis in line with policies and procedures
- Ensure Justice Connect's bi-annual performance review process is undertaken to maximum and mutual benefit to the organisation and employees
- Coordinate and manage workers compensation requirements
- Develop and regularly review organisational human resources policies and procedures
- Assist with the review of HR systems, practices and procedures and implement changes and improvements as necessary
- In conjunction with other staff, maintain up-to-date contact details in Justice Connect's CRM
- Manage and coordinate relationships with stakeholders to maximise opportunities to promote Justice Connect and Health Justice Australia as future potential work placements or employers including through job boards, open days, job fairs and newsletters
- Assist with provision of HR reporting on a regular basis including statistics
- Identify and develop opportunities to continue to build a positive organisational culture

Perform other duties as directed and necessary to the proper performance of the role.

¹ As a Public Benevolent Institution (PBI) Justice Connect is able to offer staff generous salary packaging options. The tax savings for a staff member choosing to take full advantage of the salary packaging option mean that their take home salary is more than it would be without access to salary packaging.

This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of Justice Connect.

Selection criteria

Qualifications	<ul style="list-style-type: none">• Tertiary qualifications in business administration or people management (Certificate IV) desirable• Advanced computer literacy in MS office software
Experience	<ul style="list-style-type: none">• Experience in a hands-on HR role in a Not-for-profit including preparing position descriptions and contracts• Ability to interpret and apply employment agreements and policies• Proven effective communication and interpersonal skills to enable professional and confidential interaction with a range of people• Experience in implementation of system and process improvements desirable
Knowledge & skills	<ul style="list-style-type: none">• A commitment to Justice Connect's strategy and values• Knowledge of best practice HR within the NFP sector• Capacity to set priorities, plan workload, meet deadlines and achieve objectives• Demonstrated attention to detail• Highly effective communication and interpersonal skills• Professional and motivated with a positive attitude and sound judgment• Energetic with a strong work ethic, a positive attitude and demonstrated ability to work in a team

Employee benefits

Justice Connect offers employment benefits including salary packaging (making part of your salary tax-free), flexible working arrangements, above award annual leave provisions and opportunities for professional development. Justice Connect is an organisation that strives to show leadership, operate sustainably and demonstrate our effectiveness. You will be rewarded with a workplace culture that is professional, committed, collaborative and creative and where you can make a real difference through your work.

Important information

For further information about Justice Connect and its work, please visit www.justiceconnect.org.au.

The application process is as follows:

- Applications should be addressed to Sophie Gordon-Clark, Chief Operating Officer and should comprise of a single Word or PDF document including; a cover letter succinctly stating your suitability for the role with reference to the selection criteria and your resume
- Applications should be emailed to hr@justiceconnect.org.au as a **single Word or PDF file** including “HR Officer via FLC” in the email subject line
- **Applications close 10am Monday 19 February 2018**
- Shortlisted applicants will be contacted by telephone
- We welcome and encourage applications from Aboriginal and Torres Strait Islander people.