



## Vacant Position

<b>Position Title:</b>	HR Officer
<b>Location:</b>	Cairns
<b>Employment type:</b>	Permanent full time
<b>Applications close:</b>	18 May 2022

## About the ALC

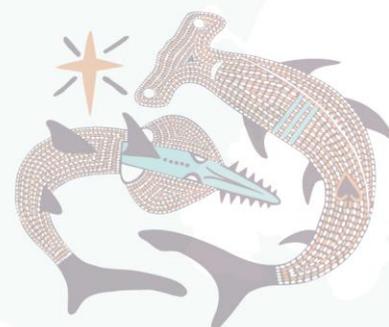
The Anindilyakwa Land Council (ALC) is a 'future-forward' Land Council, directed by the 14 clans of the Groote archipelago region, is enabling the Anindilyakwa people to take full advantage of the opportunities and technology available in the 21st century, while simultaneously preserving land, language and culture. The vision of the ALC is to:

**Protect,  
maintain  
and promote  
Anindilyakwa  
culture**

**Invest in the  
present to  
build a  
self-sufficient  
future**

**Create  
pathways for  
youth to  
stand in both  
worlds**

ALC is an independent statutory authority of the Commonwealth, subject to the *Public Governance, Performance and Accountability Act 2013*, described therein as a Corporate Commonwealth Entity and is currently a portfolio agency of Prime Minister and Cabinet. For more information on the Anindilyakwa Land Council, please visit our website: <https://www.anindilyakwa.com.au/>





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## About the role

The ALC has an opportunity for an experienced HR Officer to join our HR & Performance team. This role will be based in our Cairns Office and will be required to travel to the Groote Eylandt Archipelago as required.

The HR Officer will be responsible for providing support in various Human Resources functions to the ALC and Aboriginal Corporations within the Groote Eylandt Archipelago. This generalist style role requires an experienced HR Officer who is confident in delivering the end-to-end recruitment process, providing managers with assistance in implementing and reviewing performance management plans, assisting during probation and annual performance reviews, among other HR related tasks.

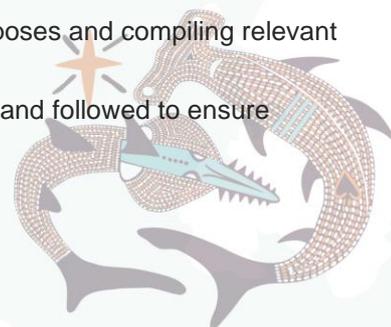
The ALC is committed to protecting and maintaining the Anindilyakwa culture and creating pathways for youth to stand in both worlds, and therefore this role requires a HR Officer who is able to think of outside-of-the-box solutions when responding to HR related matters, while ensuring compliance with ALC policies and procedures, and relevant government laws and requirements. Additionally, the HR Officer must be able to effectively prioritise their workload, while remaining flexible to address urgent matters and requests as they arise.

This is an excellent opportunity for a HR professional looking for their next career move, with the remuneration package offering 5 weeks annual leave and 18 days of personal leave per annum, salary sacrificing, and a paid 10 business day shut down period over Christmas/New Year.

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## Key Responsibilities

- Facilitate the end-to-end recruitment process in accordance with the ALC Policies and Procedures, including obtaining approvals, creating job adverts, hosting interviews and conducting referee checks.
- Liaise with the Performance Team, Managers and Coordinators in regard to the onboarding process of new employees.
- Assisting department Managers with performance management plans for underperforming staff, ensuring relevant steps are taken in line with the Fair Work Act and Employment Law.
- Preparing and reviewing employment documents including employment agreements, variation letters, position descriptions etc.
- Providing advice and assistance in relation to HR policies, procedures and projects.
- Monitor and respond to emails received through the HR inbox, including assisting employees in accessing resources.
- Liaising with Payroll and Accounts teams to answer employee enquiries related to HR and employee entitlements.
- Coordinate probation and annual reviews with Managers and Coordinators, providing assistance where required.
- Liaise with the Senior Workforce Development & Performance Officer to organise training and professional development requests as directed by the Department Managers from Performance Reviews.
- Maintaining accurate employee records and spreadsheets for reporting purposes and compiling relevant HR Information to prepare reports and presentations as required.
- Respond to and process all WHS incident reports, ensuring WHS protocols and followed to ensure employee safety





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## Selection Criteria

### Essential

1. A minimum of 5 years relative professional experience in HR.
2. Great knowledge of the Fair Work Act (2009) and relevant state Laws for the NT and QLD.
3. Experience in performance management processes, including the implementation and review of performance management plans.
4. The ability to maintain strict confidentiality when dealing with highly sensitive matters.
5. The ability to work autonomously and as part of a team.
6. Highly developed interpersonal and time management skills, with the ability to effectively liaise with stakeholders at all levels, effectively prioritise tasks, and be flexible to address urgent matters as they arise.
7. High level computer skills with strong proficiency the Microsoft Office suite (particularly Word and Excel), with experience using a Human Resource Information System.
8. A valid C Class driver's licence.
9. Ability to travel to a remote location for short periods of time.

### Desirable

1. Experience in the implementation of a Human Resource Information System.
2. Previous experience with Workers Compensation claims process.
3. Previous experience working in a non-for-profit or indigenous organisation.
4. Knowledge of Aboriginal culture and society, with an ability to communicate effectively with Aboriginal people.

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## Other Information

Pre-employment screening, including an AFP criminal record check, may be undertaken on the person who is being recommended for appointment.

*Important note:* In the Northern Territory where we are located, there are certain requirements for mandatory COVID-19 vaccinations under public health orders. Applicants should assess and understand these requirements as part of their application decision.

For more information, please call Julianne Uate-Jones on 0460 031 912, or email your enquiry to [hr@alcnt.com.au](mailto:hr@alcnt.com.au).

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## How to apply

Email your application to [humanresources@alcnt.com.au](mailto:humanresources@alcnt.com.au), including your resume and a cover letter addressing the selection criteria.

Applications close 18 May 2022.

