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# Position Description

## *Human Resources Officer*

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### Context

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#### THE AGENCY

##### **ADEC**

ADEC is a state-wide Victorian organisation assisting people with disability, their families and carers from diverse cultural backgrounds. ADEC's philosophy is empowerment of people with disability and their full inclusion in the broader society. Equality is the over-riding principle, bridging is the method and advocacy is the tool to achieve a common goal.

##### **Vision**

*Our Vision is for ADEC to be recognised as a leading provider of disability and aged care services in Victoria.*

##### **Mission**

*The Mission of ADEC is to provide equal access to high quality disability and aged care services for all members of the Victorian Community.*

#### ADMINISTRATION DEPARTMENT

The Administration Department is responsible for coordinating all internal staff administration, infrastructure and organisational development, Marketing, Quality and Compliance (Q&C), Communications and IT (IT), and Human Resources (HR) functions within ADEC.

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### Position

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#### ROLE

The HR Officer supports the HR Supervisor to implement the HR Management Plan and has specific responsibility for the orientation of new ADEC staff (except Support Workers) to their employing programs.

For the avoidance of confusion, the ADEC process for employing new staff is conducted in two stages:

- **On-Boarding (On-Boarding Officer).** Comprises all recruitment activity, compliance checks and administrative activity that is required for a person to be formally employed by ADEC. On-boarding is complete when the new employee signs an Employment Contract.
- **Orientation (HR Officer).** Orientation (including training) of the new employee to the ADEC workplace and the program in which they will work. Orientation is complete when the program manager certifies that the employee is ready to begin work in their assigned position.

#### DUTIES

Support the HR Supervisor to maintain an effective system for managing staff employment arrangements.

Manage all aspects of orientation for new staff members:

- Conduct orientation training, including training requirements of the employing program.
- Ensure that orientation administration is completed and recorded.

Coordinate the delivery of mandatory continuation and annual training to meet the requirements of ADEC and employing programs.

Collaborate with the ADEC Marketing Supervisor to develop and manage a Volunteer Support program:

- Establish a volunteer recruitment strategy for application across all ADEC programs.
- Coordinate recruitment activity with the On-Boarding Officer.
- Manage reporting processes to funding authorities.

Establish and maintain a system of records management for HR records and staff files.  
Other tasks and duties as directed by the HR Supervisor or Administration Manager.

#### RESPONSIBILITIES

Ensure that HR records and staff files, and their management, meet compliance requirements of regulating authorities.  
Assist with the preparation of HR input to audit and other compliance requirements.  
Maintain professional knowledge of trends and changes in the HR field.  
Contribute to the continual improvement of HR policies and procedures.  
Manage work practices to comply with relevant legislation and accreditation requirements.  
Maintain close links with ADEC program managers, coordinators and team leaders over the orientation and training of staff members and volunteer workers allocated to their program.

#### KEY PERFORMANCE INDICATORS

The HR Officer's performance will be measured against the following indicators:

- Effectiveness of staff orientation processes.
- Demonstrated ability to perform duties and responsibilities as set out in the Position Description.
- Accuracy and consistency of staff documentation and records.
- Contribution to the development, implementation and application of HR policies and procedures.

#### KEY SELECTION CRITERIA

##### **Essential**

At least two years' previous experience in an HR role.

Excellent communication and interpersonal skills including interviewing, counselling, negotiating and report writing.

An ability to interact proactively with management and staff at all levels of the organisation in the resolution of HR issues.

Capacity to work with a diverse range of people, including people with disability, ethnic communities, service providers and funding bodies.

Demonstrated capacity to effectively communicate, promote and uphold HR initiatives and values, including discretion and confidentiality.

Well-developed computer literacy skills in MS Office.

##### DESIREABLE

Diploma in Human Resources or equivalent qualification, and at least two years' experience in an HR role similar to the ADEC HR Officer.

Knowledge of HR legislation, regulations, Awards, and industrial agreements.

Knowledge of job evaluation and classification and review processes.

Hold a valid and current licence to drive a motor vehicle, issued by the appropriate authority in the jurisdiction in which the holder will drive, and appropriate to the type of vehicle to be driven.

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#### **Employment Terms and Conditions**

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##### AWARD AND CLASSIFICATION

All ADEC employees are employed under the terms, conditions and entitlements of the Modern Award – Social, Community, Home Care and Disability Services Industry Award 2010 (the Award); and the National Employment Standards (NES).

The classification for this position is Level 3. The terms of employment for any new employee appointed to this position will be stated in a formal Employment Contract.

##### ADEC EMPLOYMENT REQUIREMENTS

All ADEC employees:

- Are required to sign an Employment Contract.
- Are required to sign a Code of Conduct and a Statutory Declaration.
- Are required to declare any pre-existing medical conditions or injuries that might bear on their ability to perform their role.
- May be required to undergo a pre-employment medical check.
- Must be prepared to work in outlying ADEC sites as required by their program manager or coordinator.
- Must undertake a satisfactory NDIS Worker Screening Check, and have (or be able to obtain) a Working with Children Card.
- Are subject to a dress code, which is smart casual or to the appropriate professional standard.
- Will be expected to display official ADEC photo identification while working or on ADEC business.