








## Role description

Role Title	Human Resources Officer
Team	Corporate Services - Human Resources Team
Location	Slacks Creek
Classification Level	5
Reports to	Human Resources Manager

**Our Vision** - Building independence and participation.

**Our Purpose** - YFS backs people to overcome adversity and to thrive.

- Our Values** -
-  **Excellence** - we deliver high quality services and have high expectations
  -  **Integrity** - we act honestly and openly
  -  **Optimism** - we think and act with confidence about people and the future
  -  **Steadfastness** - we persist to overcome barriers and adversity with our clients
  -  **Courage** - we challenge ourselves and others to create change



YFS has a long history of working with and empowering First Nations peoples.

The [YFS Cultural Framework](#) sets out our continuing commitment and the actions we will take as a community member, a service provider and an employer to back First Nations peoples to achieve their aspirations and thrive

YFS is committed to promoting a unified, harmonious, safe and inclusive community. We recognise that all types of diversities deepen and enrich our community and provide an invaluable asset for our future.

*We pride ourselves on ensuring our services and work environments are safe, inclusive, welcoming and accessible for all, regardless of ethnicity, gender, gender identity and expression, sexual orientation, disability, or religion.*

### Primary purpose

The Human Resources Officer is responsible for delivering specialised HR services and support throughout YFS, with a primary emphasis on recruitment, onboarding, and induction, as well as managing WorkCover and facilitating workplace reintegration.

## Key accountabilities

### Service delivery

- Administration and support for all aspects of recruitment, selection and onboarding processes, working in partnership with hiring managers across the organisation.
- Coordinate and oversee induction and exit processes and associated documentation.
- Ensure all new employee details (including volunteers and students) are registered in our systems and comply with all requirements.
- Oversee the management of WorkCover claims and ensure compliance with relevant legislation.
- Develop and implement rehabilitation and return-to-work plans for employees recovering from work-related injuries or illnesses.
- Any other tasks or duties as directed or required to provide cover for other corporate/HR team members.

### External relationships

- Build and foster collaborative partnerships with other agencies and stakeholders to provide and maintain effective, accountable services for clients, and report on developments.
- Build a network of contacts in other relevant organisations and ensure YFS's image and reputation is maintained.

### Leadership and values

- Apply YFS values, ethics, policies and procedures across all work practices. Contribute to the resolution of work-related matters by being honest, approachable and responsive.

### Teamwork and collaboration

- Contribute to developing a cohesive team by participating in meetings, scheduled activities and team processes. Share information, communicate and present ideas in team meetings.
- Work with other team members to implement new and/or adapt existing work methods to improve service delivery.
- Identify and respond to changing needs of clients and/or YFS.

### Professional accountability

- Use YFS and partner information and resources accountably.
- Undertake work in accordance with team standards and YFS policies, protocols, and procedures, including workplace health and safety, risk management, and relevant legislative requirements.
- Work within the standards and principles of Safeguarding Children and Vulnerable Adults.

### Problem solving and decision making

- Identify and resolve problems, and contribute to improving working processes and procedures to improve service delivery to clients.

### Administration

- Enter data, maintain records and complete documents in line with YFS document management and record keeping procedures.

## Cultural respect

- Acknowledge the history and ongoing impacts that Aboriginal and Torres Strait Islander people experience
- Deliver services that are person and community centred for Aboriginal and Torres Strait Islanders and people from diverse cultural backgrounds.

## Relevant skills, knowledge and experience

### Experience and qualifications

- Relevant tertiary qualifications in Human Resources and/or demonstrated experience are essential.
- Demonstrated experience working in a busy and hands-on HR role.

### Knowledge and experience specific to the role

- Proven experience in delivery of HR support and business partnering within a dynamic and diverse organisation.
- Demonstrated knowledge and understanding of contemporary attraction, recruitment, and onboarding practices.
- Demonstrated experience with contemporary HR information systems, including cloud-based platforms would be an advantage.
- Well-developed interpersonal communication skills to engage with colleagues, candidates and other stakeholders.
- Effective written communication skills to prepare engaging HR related content, including advertisements, candidate information packs, and promotion of YFS as an employer of choice.
- Teamwork skills with the ability to contribute to a productive and harmonious team environment.
- Demonstrated organisational skills to plan and prioritise work efficiently and effectively, and to manage competing demands and priorities.
- Refer to the level 5 competencies in the Social, Community, Home Care and Disability Services Industry Award.

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### Other role requirements

- Current Queensland C Class driver licence
- Current Positive Notice Blue Card
- Current National Police Check.

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### Additional information

An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees are required to observe YFS' policies and procedures. Employment in the position will be subject to an annual performance plan and review, with initial appointment subject to a probationary period of five months.