

## Position Description

Position Title	Human Resources Officer (Graduate)
Location	Brisbane
Team	Operations
Employment Status	Part Time (3 days per week)
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (Social and Community Services)
Level	3
Reports to	Senior Manager, People & Culture
Direct Reports	Nil
Version	February 2024

### PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the purpose, desired candidate attributes and key responsibilities encompassed within the role. The key areas of responsibility and performance indicators are tied to performance review and career development. This document should be reviewed annually as changes in the organisation may result in the need to update the position description.

### SECTION 1

#### OUR VISION

Lung Foundation Australia enables life-saving lung health and lung cancer research, and champions programs so that Australians with lung disease and lung cancer can live their best life.

#### OUR MISSION

By 2030, Lung Foundation Australia will be recognised as one of the world's most innovative and effective lung health charities and a fearless leader of lung health and lung cancer policy, programs and research.

#### STRATEGIC PILLARS

- Healthy lungs for all
- Australia's lung health research funding incubator
- Impactful and meaningful lung disease programs and support
- Valuing our people
- Purposeful leadership and ethical governance.

## LUNG FOUNDATION AUSTRALIA VALUES

Our values are represented by **BE FAIR**

- **Bold** | be proactive and take risks that achieve our Mission.
- **Entrepreneurial** | be focused on outcomes and strive to find new ways of working, remembering we are profit-for-purpose.
- **Fair** | be equitable and work in the interests of all our stakeholders, particularly patients and their carers.
- **Agile** | be responsive and proactive to create positive change.
- **Innovative** | be inventive and find new ways of doing things that achieve our Mission.
- **Respectful** | be honest and work hard every day in every way – we are funded by the community they should expect nothing less.

## OUR TEAM

Lung Foundation Australia is an award-winning profit for purpose organisation and national peak health and advisory body. Lung Foundation Australia aspires to be an Employer of Choice. Lung Foundation Australia is entering a period of accelerated growth consolidating three years of strong performance which saw the Foundation named Non-Government Organisation of the Year in 2020 and The Voice Projects Best Place to Work over the last three years.

Before applying we encourage you to learn more about our Mission and impact by reading our Annual Impact Report <https://lungfoundation.com.au/about/annual-reports/>

We operate from three offices: Brisbane, Sydney and Melbourne with a national footprint established by our support and research programs. We are committed to work life balance and flexibility in the workplace.

As our impact grows with increased government and community funding so does our team and our army of volunteer supporters.

## SECTION 2

### PURPOSE OF THIS ROLE

The position of HR Officer will provide high quality generalist human resources support to the Senior Manager, People & Culture. With particular focus on providing administrative support in relation to onboarding, maintenance of personnel files, offboarding, training and development, HRIS maintenance and recruitment.

### SKILLS, QUALIFICATIONS AND KEY ATTRIBUTES REQUIRED (KEY SELECTION CRITERIA)

#### Qualifications

Tertiary qualification or working towards a HR tertiary qualification is essential.

#### Experience

Demonstrated experience in a payroll function with a strong drive for accuracy and confidentiality. Prior experience in the not-for-profit sector including salary packaging would enhance your suitability.

## Knowledge and Skills

As the ideal candidate, your skills and attributes include:

- Aspirations to be a HR professional in a fast-paced environment.
- Competence in interpretation of awards/agreements.
- Demonstrated knowledge of relevant legislation (Modern Awards, National Employment Standards, Fair Work) and HR best practices.
- Highly developed written and verbal communication skills, with the ability to communicate effectively to a range of different audiences.
- Excellent interpersonal skills, with the ability to build relationships across a diverse range of stakeholders, internally and externally.
- Proven ability to work autonomously and cross-functionally across teams.
- Ability to effectively and efficiently manage multiple workplans and priorities simultaneously.
- Proven planning and organisational skills and high a level of attention to detail.
- Demonstrated experience in using contemporary HRM systems and Microsoft applications.
- Demonstrated ability to contribute to the success of a team, as well as the ability to work independently, and show initiative and judgment in proposing solutions to challenges.
- Demonstrated sound professional ethics of confidentiality, sensitivity and tact.

As part of your induction process you will be required to undertake the following:

- National Police Check

## KEY AREAS OF RESPONSIBILITY AND PERFORMANCE INDICATORS

The major areas of work, organised as key areas of responsibility and performance indicators, are outlined in this section.

Key Areas of Responsibility	Performance Outcomes
HR Administration	<ul style="list-style-type: none"><li>• Maintain personnel records in Employment Hero, with a focus on compliance.</li><li>• Ensure all employee Police Checks are current.</li><li>• Support recruitment activities; coordinating interviews, conducting telephone screens, reference checking, VEVO checks and police checks.</li><li>• Assist with onboarding process and training compliance, ensuring seamless transition for new employees into LFA.</li></ul>

	<ul style="list-style-type: none"> <li>• Provide monthly reports to Managers: <ul style="list-style-type: none"> <li>◦ Birthday reports.</li> <li>◦ Overdue training reports.</li> <li>◦ Contract end reports.</li> <li>◦ First aid/CPR compliance.</li> </ul> </li> <li>• Coordinating end-to-end administration across the employee life cycle including onboarding for new starters, induction requirements, probation check in, and off-boarding administration process.</li> <li>• Updating of organisational chart.</li> <li>• Conduct regular audits of staff mandatory licences, National Criminal History Certification &amp; minimum qualifications.</li> <li>• Maintain all HR &amp; WH&amp;S related forms and templates, in accordance with QIP requirements.</li> </ul>
<b>Recruitment &amp; Onboarding</b>	<ul style="list-style-type: none"> <li>• Supporting the recruitment and selection process including drafting of advertisements, shortlisting applications, telephone screening, reference checking, scheduling interviews and notifying applicants of their application status.</li> <li>• Effectively prepare all documentation for new employees, ensuring they receive comprehensive new starter packs, contracts of employment including all relevant checks promptly.</li> <li>• Address any concerns regarding employee documents and administration with Payroll.</li> <li>• Assist with the broader organisation-wide induction and provide support to leaders to carry out role specific induction for new team members.</li> <li>• Set Probation performance review reminders for new staff members.</li> <li>• Onboarding compliance.</li> </ul>
<b>Training &amp; Development</b>	<ul style="list-style-type: none"> <li>• Assist leaders to identify and co-ordinate staff training requirements when required.</li> <li>• Maintain learning management system (go1)</li> <li>• Liaise with external training providers to facilitate cost effective, efficient delivery of training services when required.</li> </ul>

<b>General HR</b>	<ul style="list-style-type: none"> <li>• Assisting Senior manager, People &amp; Culture with various projects.</li> <li>• Preparation of P&amp;C related process flows, documentation and forms.</li> <li>• Assist Senior manager, People &amp; Culture with research into, and analysis of a range of human resource issues and produce appropriate written reports and recommendations.</li> </ul>
<b>Team contribution and effectiveness</b>	<ul style="list-style-type: none"> <li>• Positive contribution to team environment through the demonstration of behaviours that reflect Lung Foundation Australia values – BE FAIR.</li> <li>• Work in a consultative manner with the senior leadership team and in collaboration with broader team to achieve goals.</li> <li>• Work synergistically within and across teams of Lung Foundation Australia.</li> <li>• Regular cross-organisation communication of program activity.</li> <li>• Participation in Lung Foundation Australia events and meetings as required.</li> <li>• Compliance with Lung Foundation Australia values, policies, procedures and statutory obligations.</li> </ul>
<b>Workplace Health &amp; Safety (WHS)</b>	<ul style="list-style-type: none"> <li>• Contribute to supporting and monitoring the wellbeing of staff to ensure the organisation provides a safe and healthy workplace while ensuring compliance, and minimising and managing risks.</li> <li>• Compliance with legislative and Lung Foundation Australia WHS Policy.</li> <li>• Ensure a safe working environment for self and others, including when working from home.</li> </ul>

### **SECTION 3**

#### **REPORTING RELATIONSHIPS**

This position reports to the Senior Manager, People & Culture.

#### **EXTERNAL RELATIONSHIPS**

This position works with a variety of internal and external stakeholders to deliver projects and activities.

### **SECTION 4**

#### **PERFORMANCE APPRAISALS**

Performance review and career development discussions will take place six monthly with the CFO.

## **SECTION 5**

### **ACCEPTANCE OF POSITION DESCRIPTION**

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

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(Employee name)

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Date