

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	October 2025

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 Mission

Healthy lungs for all.

Our Vision

To lead lung health and transform lives through impactful programs, policy, campaigns, and research.

Our Values

Our values underpin everything we do:

Trusted: We are a credible, evidence-based authority in lung health, disease and cancer.

Excellence: We set the standard through expertise, leadership and innovation, striving every day for the highest quality in everything we do.

Impact-driven: We create meaningful, lasting impact in lung health, with a commitment to equity and addressing disparities.

Collaborative and inclusive: We listen deeply, value lived experience and work together for better outcomes.

Curious and innovative: We embrace new ideas, challenge the status quo, and remain responsive and adaptable in a changing world.

Empathetic and fair: We approach our work with care, compassion and fairness, and a deep understanding of those we serve.

Our Strategic Priorities

1. Promote lifelong lung health and prevent disease
2. Advance lung health equity
3. Support people to live well with lung disease
4. Drive life-changing research and innovation

OUR TEAM

Lung Foundation Australia is an award-winning profit for purpose organisation and national peak health and advisory body for lung health. We are proud to be an Employer of Choice, recognised for our commitment to staff wellbeing, inclusion and shared sense of purpose.

Following significant growth in brand, influence, funding, and reach, we have entered a bold new chapter with our 2026–2030 Corporate Plan. This plan builds on more than three decades of impact and outlines an ambitious agenda to embed lung health as a national priority, expand our reach, and improve outcomes for all Australians.

Our strong performance has been recognised nationally with awards including:

Non-Government Organisation of the Year – 2020 & 2024

The Voice Project's Best Place to Work – 2020, 2021, 2023, 2024 and 2025

We operate from offices in Brisbane, Sydney, and Melbourne with a national footprint supported by a growing network of staff and volunteers. We are committed to work-life balance, flexibility, and an inclusive workplace culture.

SECTION 2

PURPOSE OF THIS ROLE

The Human Resources Officer (Graduate) provides generalist HR and administrative support under the guidance of the Senior Manager, People & Culture. This role offers an opportunity to develop foundational HR skills across recruitment, onboarding, compliance, and learning administration.

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

Qualifications

Tertiary qualification or working towards a HR tertiary qualification.

Experience

- Demonstrated experience in an administrative or office environment.
- Experience in recruitment coordination or HRIS administration desirable.

Knowledge and Skills

As the ideal candidate, your skills and attributes include:

- Aspirations to build a career in Human Resources.
- Developing understanding of modern awards, employment legislation and HR best practices.
- Strong organisational and time management skills with a high level of accuracy and attention to detail.
- Excellent interpersonal and written communication skills.
- Ability to build relationships across diverse internal and external stakeholders.
- Competence using contemporary HR systems (e.g., Employment Hero, Go1) and Microsoft applications.
- Demonstrated ability to work both independently and collaboratively in a team environment.
- Willingness to learn, seek feedback, and contribute to team goals.
- Demonstrated commitment to confidentiality, professionalism, and ethical practice.

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 & Compliance	• Maintain accurate personnel and compliance records in Employment Hero. • Ensure all police checks, licences and mandatory qualifications are current and recorded. • Generate compliance and HR metric reports for management review. • Conduct regular HR record audits to ensure data accuracy and QIP compliance.
Recruitment & Onboarding	• Support end-to-end recruitment processes including advertising, shortlisting, telephone screening, scheduling interviews and conducting reference checks. • Prepare employment contracts and onboarding documentation in line with policy and procedures. • Assist in delivery of the organisation induction program and coordinate inductions with managers.

	• Set and monitor probation review reminders for employees.
Training & Development	• Maintain and update the Learning Management Systems (Go1). • Support implementation of the Annual Training Calendar and training compliance tracking. • Liaise with external training providers to coordinate and schedule training. • Produce reports on training completion and staff compliance.
HR Projects & Culture	• Provide administrative support to People & Culture projects and initiatives, including wellbeing and engagement programs. • Prepare HR documentation, forms and process flow diagrams. • Coordinate P&C committee meetings, including agendas, minutes and actions. • Contribute to the success of organisation-wide engagement activities and culture initiatives.
Workplace Health & Safety (WHS)	• Support initiatives that promote employee wellbeing and workplace safety. • Ensure compliance with WHS legislation and LFA's WHS Policies. • Maintaining a safe working environment for self and others, including when working remotely.

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 Senior Manager, People & Culture.

SECTION 5

TEAM CONTRIBUTION AND EFFECTIVENESS

- Demonstrate LFA's values in daily work and interactions.
- Work collaboratively across teams to achieve shared goals.

- Communicate proactively with colleagues and stakeholders.
- Participate in LFA meetings and events as required.
- Uphold all organisational policies, procedures and legal obligations.

SECTION 6

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.

(Employee name)

Date