

## Position Description

### Human Resources Coordinator

### Yoorrook Justice Commission

The Yoorrook Justice Commission (Yoorrook) is the first formal truth-telling process into historical and ongoing injustices experienced by First Peoples in Victoria since colonisation. Guided by its values and principles, Yoorrook will:

- Establish an official record of the impact of colonisation on First Peoples in Victoria.
- Develop a shared understanding among all Victorians of the impact of colonisation, as well as the diversity, strength and resilience of First Peoples' cultures.
- Make recommendations for healing, system reform and practical changes to laws, policy and education, as well as to matters to be included in future treaties.

Yoorrook is independent of government and the First Peoples' Assembly of Victoria. It has been established as an independent Royal Commission under the *Inquiries Act 2014*. See [here](#) the Letters Patent that set out Yoorrook's mandate.

Yoorrook is unique among Royal Commissions because, while it is for the benefit of all Victorians, First Peoples drove its design and remain at its centre.

## Strategic Priorities and Values

Yoorrook's strategic priorities of **truth, understanding and transformation** are encompassed by Yoorrook's values, and guide the way in which the Commission works. Everything Yoorrook does must contribute to achieving these three goals. For more information about how these values inform Yoorrook's strategic priorities see [here](#).



## Position Summary

Reporting to the Manager Human Resources and working across Yoorrook, the Human Resources (HR) Coordinator is a true generalist. The role is responsible for providing effective advice, guidance and support to managers and staff across the business on a broad range of HR matters including recruitment, orientation, performance management, Agreement interpretation, staffing profiles OHS and staff wellbeing. The role will assist in the development and operationalisation of human resources policy and processes and will seek out new ways to improve Yoorrook systems ensuring that values and agreed ways of working are embedded into all we do.

Working as part of a close-knit operational team this position requires flexibility and will also be called upon to provide support to the Business Manager in the areas of staffing profiles, people budgeting, payroll reconciliation and other staff related finance matters as required.

**Yoorrook’s Letters Patent requires it to prioritise the employment of First Peoples. First Peoples are strongly encouraged to apply for all roles at Yoorrook.**

<b>Classification</b>	VPS 4
<b>Term</b>	28 June 2024
<b>Salary Range</b>	\$90,067 - \$102,192 <i>plus 10.5% employer superannuation contribution</i>
<b>Reports to</b>	Manager Human Resources
<b>Hours of work</b>	Full Time (1.0)

## Key Accountabilities

1. Provide timely and accurate HR advice (written and verbal) to key stakeholders within Yoorrook through a values based approach, that is culturally appropriate and in compliance with legislative requirements and relevant policies.
2. In collaboration with the Manager Human Resources, identify opportunities where HR can add value to the business to build leadership capability in the area of people management, staff wellbeing workforce planning, diversity, culture and engagement and OH&S at all times working within a trauma-informed and First Peoples led foundations.
3. Ensure a seamless employee experience by proactively providing process and systems support to staff and leaders through the employee life cycle including recruitment, onboarding and probationary processes ensuring confidentiality, appropriate records management and compliance.

4. Assist in the development and delivery of a range of HR projects that support departmental priorities ensuring that continuous improvement approaches are applied including policy and procedure development and operationalisation.
5. As required and working with the Business Manager, provide support in the development and implementation of staff related finance and budgeting processes.
6. Collaborate and work closely with other all staff to facilitate interconnections across the organisation and support achievement of Yoorrook's truth-telling objectives.
7. Actively contribute to a positive, collaborative and culturally safe organisational culture, supportive of innovation and continuous improvement in a dynamic environment.
8. Other related tasks and duties as determined by the CEO, Director or Manager that are consistent with a position of this grade and skills requirement.

## Key selection criteria

1. HR coordination or business partner experience, with a proven ability to assist clients in clarifying HR needs, expectations and outcomes, as well as providing sage advice in a timely manner across the employment life cycle.
2. Experience in HR projects including the development and operationalisation of policies and procedures using continuous improvement and user centric principles with a proven history in consulting with stakeholders for better outcomes
3. Strong interpersonal and stakeholder management skills, with an ability to establish and maintain effective working relationships with a diverse range of internal and external stakeholders.
4. Sound understanding of relevant legislation, policies and procedures and contemporary developments in human resources management, including the Fair Work Act 2009, Occupational Health and Safety Act 2004 and other relevant workplace legislation.
5. Strong organisational skills with the ability to multi-task and balance competing priorities in a complex environment.

## Desired requirements

1. Experience working with Aboriginal communities and organisations, and/or understanding and awareness of Aboriginal self-determination and cultural safety.

## Additional information

Please note that as the work of Yoorrook is unprecedented, the focus of roles may be subject to change to ensure Yoorrook can be responsive to First Peoples' needs and deliver on its mandate.

### Yoorrook Commitment

#### **Diversity and Equal Employment Opportunity**

We welcome applicants from a diverse range of backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, people who identify as LGBTIQ+, people with disability, as diversity and inclusion drives our success.

It is important to us that candidates with disability can participate equitably in the recruitment process. If you need assistance or adjustments to fully participate in the application or interview process or if you have any enquiries about diversity and inclusion at Yoorrook, please contact 0412 597 791.

#### **Supporting our employees balance their work and life commitments.**

The nature and scope of flexible options available will depend on the nature of the position. Applicants are encouraged to discuss flexible arrangements with the hiring manager during the recruitment process.

#### **Occupational health and safety responsibilities**

In the context of OHS policies, procedures, training and instruction, as detailed in Section 25 of the *Occupational Health and Safety Act 2004*, employees are responsible for ensuring they:

- Follow reasonable instruction
- Cooperate with their employer
- At all times, take reasonable care for the safety of others in the workplace.

### Security requirements and professional obligations

- **Pre-employment screening may apply to all appointments**
- Preferred applicants may be asked to provide evidence of their qualifications
- All preferred applicants will be required to produce sufficient proof of their identity prior to commencing employment with the department
- Employment of successful candidates may be subject to a National Police Check

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