

# Human Resource & Training Officer – Maternity Leave Cover Position

**Position:** Human Resource & Training Officer

**Award and Condition:** 18-month Maternity Leave cover position, Kyeema Enterprise Agreement

**Hours:** Approximately 30 hours week (flexible)

**Responsible to:** Corporate Services Manager and ultimately the Chief Executive Officer

**Location:** 50 Lalor Street, Portland with support to all any Kyeema worksite

## Objective of Role

Provide high quality Human Resource & Training support across the organisation in a manner that complies with all internal procedures and external laws and standards.

## Responsibilities

### Human Resources

Ensure all HR/ER activities are conducted professionally and that employees are treated fairly, with dignity and respect with timely responses and feedback	As required
Prepare job descriptions, advertising vacant positions, and managing the employment recruitment process	As required
Maintain up to date employee record both on Sentrient and in employee files	As required
Assist in the coordination of all aspects of the employee lifecycle including the end to end recruitment process, induction and termination	As required
Maintain compliance checks for all staff	As required
Ensure that confidentiality with respect to all HR processes and information is maintained at all times	As required
Identify, evaluate, and raise emerging human resource issues and risks	As required
Support development of managers' capabilities in performance management, conflict resolution, and identification of training needs to achieve optimum team performance and productivity and support managers to promote a climate of continuous	As required
Any other duties as directed by the Corporate Services Manager within known skills, knowledge and capabilities	As required
Maintain internal stakeholder relationships to drive a diverse range of human resource initiatives; provide a high level of responsiveness and HR advice on stakeholder issues in alignment with the strategic vision and position of Kyeema.	As required
Maintain awareness of current developments in human resource 'best practice' and anticipate the possible impact on the work areas.	As required
Ensure accurate and proper record keeping of employee information in digital and electronic format	As required

## Training

Maintain all staff training data bases	As required
Map out annual training plans for management including but not limited to employee inductions and first aid training	As required
Maintain and prepare in-house training equipment and facilities ensuring all equipment used is deemed safe	As required
Market available training to employees and provide necessary information about the training session offered	As required
Gather feedback from trainers and trainees after each training session focusing on any training areas that may require change or improvement	As required
Ensure all training completed adheres with both internal and external auditing agencies	As required
Ensure all training is completed in accordance with the Occupational Health & Safety Act 2004	As required
Ensure all staff are trained In accordance with NDIS Practice Standards and Quality Indicators	As required
Identify training needs through performance reviews and quality needs analysis	As required
Assist with planning and rostering of staff for training courses and coordinate provision of training	As required
Assist with the ongoing development of LMS as a Learning Management System - including training content development, policy updates, quality and compliance training reports via Sentrient	As required

## General

Kyeema Support Services endeavours to provide the best service possible for people who have a disability. Over time the sector and participants change.

The ability to adapt to the organisation's changing needs is important. It is acknowledged that such flexibility may impact on the key task areas as listed above. It is the responsibility of both parties, Kyeema (represented by the CEO or Corporate Services Manager), and the Administrative Officers to monitor any significant adjustments to duties and to negotiate amendments to the above as required.

The Human Resource and Training Office are to liaise with the Corporate Services Manager (or CEO) as required regarding the planning and reviewing of tasks.

## Skills and Qualities required for position of Administrative Officer

- The following are a mix of qualities, skills and experience required for the position of Human Resource and Training Officer.
- The ability to relate to participants, families, staff and other stakeholders of Kyeema
- Organisational skills
- Administrative, report writing and IT skills
- Demonstrated ability to work in a team environment including communicate in a respectful and professional manner with colleagues
- Neat and professional presentation appropriate to someone who is a face of Kyeema