

Human Resources Officer Level 4

Organisation Overview

Circle Green Community Legal (**Circle Green**) is a community legal centre providing state-wide specialist legal services in humanitarian, tenancy, workplace, and family and domestic violence law aimed at assisting people who are otherwise disadvantaged in their access to legal services.

Circle Green provides accessible justice and seeks to create system, place and space to ensure a safety net of best practice legal advice, education, and advocacy. Specialist services also support other providers of community legal services to develop local service capacity and build strong referral pathways.

Values



Fairness

We are fair by embracing inclusion and diversity while working towards equitable access to justice for all.



Compassion

We care through empathy, support and understanding for everyone.



Collaboration

Our shared purpose thrives on teamwork, trust and open communication.



Excellence

We strive for excellence through continuous improvement and reflection, sector leadership, and aiming to be the best in our fields.



Courage

We champion advocacy, curiosity, and innovation by respectfully challenging norms, speaking up for others, and leading with integrity.

Role Contribution

The Human Resources Officer plays a key role in shaping a safe, inclusive, and positive workplace by supporting various aspects of the employee lifecycle, including recruitment, onboarding, performance management, employee benefits, training and development, safety and wellbeing.

This role ensures compliance with employment laws, maintains accurate employee data and the HRIS, fosters positive employee relations, and actively participates in continuous improvement projects to enhance the employee experience.

Responsibilities

Recruitment - Employee & Volunteer

- Utilise job boards for posting job advertisements and sourcing applicants.
- Screen applicants to shortlist suitable candidates and ensures thorough completion of employment checks, including references, qualifications, licences, and clearances.

- Coordinate and participates in interview panels, providing support throughout the entire selection process.
- Support the implementation and management of the applicant tracking system (ATS) to streamline recruitment.
- Assist in drafting, reviewing, and updating job descriptions to ensure they accurately reflect the roles and responsibilities.
- Participate in career fairs to attract potential candidates and increase company visibility.

Onboarding & Induction

- Coordinate the onboarding process, ensuring new hires are welcomed and effectively supported on joining the organisation.
- Draft and manages employment offers and contracts.
- Coordinate inductions for new employees and volunteers.
- Manage internal transfers, to support internal career development and staff movements.
- Support and monitor probation process.

HRIS Management

- Maintain and manage the Human Resources Information System (HRIS) to ensure accurate employee and volunteer data.
- Produce regular reports from the HRIS to support compliance and decision-making.

Compliance

- Support compliance reporting and ensure adherence to workplace policies and legal requirements.
- Monitor and co-ordinate ongoing compliance check requirements.
- Assist in developing, updating, and implementing HR policies and procedures.

Training and Development

- Coordinate and facilitate training activities to support employee development and organisational goals.
- Identify training needs and opportunities for employees and volunteers.
- Maintain training records.

Workplace Safety

- Support the implementation and maintenance of the organisation's safety system.

Other activities

- Respond to employee queries and manage relevant inboxes.
- Conduct classification assessments for new and existing positions to maintain consistency and compliance.
- Draft, contract variations and other human resources documentation.
- Coordinate offboarding activities for employees and volunteers including exit interviews.
- Coordinates the volunteers experience with Circle Green to ensure diversity and variety in tasks and experiences.
- Maintain organisational charts, as required.
- Ensure, annual reviews and other people related processes are scheduled and completed.
- Assist the People & Culture Manager on projects/research, as required.
- Establishing and improving human resources processes, including policy, procedure, forms and templates.
- Maintain Welcome Pack, and staff and volunteer handbooks.
- Carry out other duties, consistent with the role, as directed by the People & Culture Manager.

Team Responsibilities

- Implement Circle Green Community Legal policies and procedures and act in accordance with the organisation's mission and values.
- Participate in Circle Green Community Legal team meetings and activities.

Selection Criteria

Qualifications and Experience

- Relevant qualifications in Human Resources, Business Administration, Commerce or similar.
- Demonstrated experience working within a similar role for 1-2 years.

Demonstrated Skills

- Strong written and verbal communication skills.
- Sound judgment and problem-solving ability.
- Proven ability to prioritise, monitor and co-ordinate personal workload, with minimal supervision to achieve agreed outcomes within specified timeframes.
- Ability to undertake tasks with precision and accuracy when working under pressure.
- Demonstrated capacity to work in and support a cohesive team environment.

Desirable

- Knowledge and application of the Social, Community, Home Care and Disability Services (SCHADS) Industry Award
- Employment Hero or similar HRIS