

Human Resources Officer

Provide support to the HR team on a broad range of human resource items such as recruitment and end to end on boarding.

Service Area	People Services	Classification	SCS Level 4
Employment Status	Full Time	Hours per Week	38
Location	Shea street office		
Immediate Manager	Human Resources Manager		
Industrial Agreement	Woden Community Service Limited Enterprise Agreement 2024		

Reporting Relationships

None.

Key Relationships

Internal	Manager HR; Senior Manager, People Services, HR team, Payroll, All WCS employees
External	HR Networks

Key Accountabilities:

- Undertake end to end on boarding for employees.
- Responsible for recruitment, including drafting vacancy advertisements and posting on relevant sites.
- Ensure that onboarding documents/IDs, pre-employment screening and checks are complete prior to offer.
- Prepare and issue employment contracts and new starter documents for successful candidates.
- Maintain processes in ELMO for end-to-end onboarding, ensuring information is accurate and maintained.
- Support the HR Advisor with new employee induction sessions.
- Review position descriptions for new positions as part of recruitment processes.
- Seek guidance from WCS policies, procedures, the Enterprise Agreement and Fair Work legislation when supporting Managers with queries, escalating complex queries to the HR Manager.
- Draft and issue contract variations for existing employees.
- Contribute to managing and responding to queries in the shared HR email inbox, Careers inbox, and Elmo inbox.
- Provide HR reports to the HR Manager as requested on employee statistics.
- Provide general administrative support as required.

- Maintain confidentiality and privacy standards.
- Contribute to the ongoing evaluation of service delivery by recommending and implementing agreed continuous improvement initiatives.
- Work in accordance with workplace health and safety guidelines and follow the policies and procedures of the organisation.
- Apply workplace Child Safety, Diversity and Equity principles at all times.

Experience and Qualifications

Essential	<ul style="list-style-type: none">• Two years plus demonstrated experience in a HR administration or recruitment role.• systems.• Knowledge of ELMO system.• Excellent attention to detail.• Excellent organisational and time management skills.• Sound communication skills (both oral and written) to be able to interact positively with a variety of people.• Team player, flexible with a positive attitude.• Ability to exercise judgement and discretion in handling sensitive and confidential enquiries and information.• Demonstrated commitment to the Mission, Values and Code of Conduct of Woden Community Service.
Desirable	<ul style="list-style-type: none">• Tertiary qualification in Human Resources or a related field• Experience coordinating training or induction• A demonstrated desire to develop knowledge of and practical experience in all areas of HR and WHS
Other	<ul style="list-style-type: none">• Ongoing employment is subject to a National Police check and a current ACT Working with Vulnerable People registration.

Version Control

Version	2	Last Revision	August 2025	Original	February 2023
Employee Name					
Signature				Date:	