



# YAMATJI SOUTHERN REGIONAL CORPORATION LTD

PO Box 552  
GERALDTON WA 6531

ABN 93 638 346 684

## POSITION DESCRIPTION

<b>Position Title:</b>	Human Resources Officer (REF 003HR)
<b>Reports to:</b>	Executive Officer
<b>Direct Reports:</b>	Nil
<b>Location:</b>	Geraldton
<b>Employment Status:</b>	Full-Time

### ABOUT THE YAMATJI SOUTHERN REGIONAL CORPORATION

The Yamatji Southern Regional Corporation Ltd (YSRC) was established in January 2020, as part of the historic Yamatji Nation Indigenous Land Use Agreement (ILUA) with the State of Western Australia. The YSRC is the parent entity of the Yamatji Nation governance structure which includes the Prescribed Body Corporate, Bundi Yamatji Aboriginal Corporation (BYAC), Yamatji Enterprises Limited and the Joint Trustee established under the ILUA.

YSRC has established a Strategic Plan and vision, based on utilising the benefits of the ILUA. The YSRC is a growing team, working out of the Geraldton headquarters with responsibility to implement the Strategic Plan and undertake day-to-day management of activities associated with its objectives.

YSRC promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice, and opportunity for Yamatji people. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

### POSITION PURPOSE

The purpose of Human Resources (HR) Officer is to provide high quality human resource support across YSRC with particular focus on recruitment and selection, performance management, succession planning and employee wellbeing.

### RESPONSIBLE FOR

Under the direction of the General Manager:

- Setting the direction for the human resources function, embedding a fit for purpose approach to processes and systems
- Developing, managing and overseeing Human Resource policies and practices throughout the organisation to ensure appropriate compliance with contemporary industrial standards and alignment with NBY Strategic Plan
- Establish, deliver and monitor essential HR functions including:
  - Onboarding
  - Learning & Development
  - Performance Management
  - Remuneration and Reward
  - Succession Planning

- Employee Wellbeing
- Inclusion and Diversity
- Employee Relations Advice and Support
- Termination of Contracts
- Provide specialist HR guidance and mentoring support to YSRC colleagues, as required

## **SELECTION CRITERIA**

### **Demonstrated experience in:**

- Minimum 2 years' experience in previous similar role.
- Commitment to the provision of outstanding service, including a high level of attention to detail and a demonstrated ability to maintain confidentiality.
- Well-developed communication, interpersonal and relationship building skills.
- Highly developed time management and organisational skills.
- Ability to work autonomously as well as being able to contribute positively to a collaborative team.
- Sound analytical skills and the ability to interpret and produce statistical information as well as the capacity to identify and resolve problems.

### **Desirable:**

- Aboriginal and/or Torres Strait Islander applicants are encouraged to apply.
- Qualification(s) in Human Resource management
- A proven capacity to creatively deal with challenging issues
- Understanding of workplace health and safety legislation and requirements.

### **Successful candidates must have:**

- Ability and willingness to work with Yamatji Nation members.
- Ability to be flexible, adapt and contribute initiative to a changing work environment.
- Current 'C' Class Driver's Licence.
- A recent National Police clearance.
- Ability to undertake a workplace medical assessment for the role.
- Current COVID-19 vaccination record/certificate.
- Compliance with and demonstration of a positive commitment to a high level in equal opportunity, occupational health & safety and YSRC values.