

Position Description

Position Title:	Human Resource Officer
Position Type:	Permanent – Full-Time
Position Level:	Dependent upon Skills and experience
Location:	Darwin
Direct Reports:	None
Responsible to:	Director of Corporate Services
Requirements:	<ul style="list-style-type: none"> • Ability to maintain a current Northern Territory working with children check (Ochre Card). • A satisfactory national criminal history check.

About Relationships Australia NT

Relationships Australia NT (RA-NT) is a community-based, not-for-profit, non-government organisation providing a broad range of services for all members of the community regardless of religion, belief, age, gender, sexual orientation, lifestyle choice, cultural background or economic circumstances.

Purpose

We empower individuals, families, and communities to grow through a rich culture of belonging, connection and respectful relationships.

Values

Fostering an organisational culture that embodies the following values is at the heart of how we operate at RA-NT:

Value:	This means:
Listen with compassion	We care deeply for each other and our clients. We are committed to listening with curiosity and empathy, and to providing a space for people to feel safe and supported.
Work together with respect	Relationships and the way we connect with each other are our lifeblood and are core to building each other up and working towards growth and healing.
Celebrate difference and promote fairness	We embrace diversity and prioritise inclusion, equity and self-determination. We are strong in our commitment to social justice across ages, gender, cultural and financial differences.
Strive for quality and trust	We value honesty and truth, and we do what we say we will do with a commitment to quality and professionalism. We are always learning about our clients, ourselves and best practice, to deliver the best services and programs that we can.



Position Statement

The HR Officer works across the full employee lifecycle, including recruitment, employee relations, policy and procedure maintenance, workforce planning support, Work Health and Safety, and learning and development coordination. The role is hands-on and provides practical advice and guidance to managers and staff on a broad range of employment matters.

The position is responsible for identifying and managing people-related risk, maintaining accurate HR systems and documentation, and supporting consistent and fair employment practices.

The role provides timely advice to the Executive and management on workplace matters and legislative obligations, contributing to informed decision-making and a positive workplace culture aligned with organisational values.

Key accountabilities and deliverables

Human Resources

- Provide practical HR advice and guidance to managers and staff in line with relevant legislation and organisational policies.
- Support the management of employee relations matters including performance, grievances, disciplinary matters and disputes, ensuring procedural fairness and proper documentation.
- Identify and escalate people related risks and provide sound recommendations to minimise organisational exposure.
- Support managers with performance management, probation reviews, and workplace conversations, assisting managers to lead within their role.
- Maintain and update HR policies, procedures, and HRIS records to ensure compliance with current legislation and best practice.
- Oversee administration of the HRIS and personnel data.
- Support organisational change initiatives through HR guidance and coordination, as directed.
- Proactively identify opportunities and scenarios where HR interventions, or process improvement will have a positive impact on business operations.
- Provide a monthly snapshot report to the Director Corporate Services.

Workforce Capability and Strategy

- Support, and initiate workforce planning activities to ensure staffing levels and capability meet organisational needs.
- Monitor workforce data (turnover, leave, contracts) to identify trends and potential risks.
- Contribute to and develop initiatives that enhance employee engagement, wellbeing, diversity, and inclusion.
- Coordinate learning and development activities, including training needs and monitoring of mandatory checks and requirements.
- Review and improve HR systems, processes, and templates for efficiency and compliance.
- Contribute to and operationally implement People and Culture strategies, projects, and plans as directed by the Senior Executive Team.

Recruitment

- Coordinate end to end recruitment processes, including position descriptions, advertising, candidate screening, shortlisting, interviews, reference checks, and contract preparation.
- Oversee onboarding to ensure a consistent, compliant, and positive experience.
- Monitor recruitment activity to identify workforce risk, gaps, or retention concerns.
- Assist in initiatives to strengthen attraction and retention, particularly within the not-for-profit sector.

Work Health and Safety

- Support the implementation and maintenance of WHS policies and procedures in line with legislative requirements.
- Monitor compliance and assist managers to address WHS risks.
- Coordinate reporting requirements, incident documentation and follow up actions.
- Support workplace wellbeing initiatives and promote a safe and healthy work environment.

Partnerships

- Build effective working relationships with managers and staff as a trusted HR collaborator.
- Work cohesively with Corporate Services and Finance to ensure the consistent application of employment conditions and business rules.
- Provide practical advice that balances operational needs with people considerations.

Other duties as directed from time to time by the Director Corporate Services.

Qualifications and Experience

Essential

- Demonstrated experience in a generalist HR role providing practical well-rounded advice and support to managers and staff.
- Sound knowledge of HR processes, employment legislation (including the Fair Work Act), and contemporary HR practices.
- Experience managing employee relations matters, including performance, grievances and disciplinary processes.
- Ability to identify and manage people related risks and provide practical, compliant solutions.
- Experience coordinating recruitment and onboarding processes.
- Experience across the employee lifecycle, including onboarding, performance, development, and separation.
- Demonstrated experience in identifying process improvement across the span of HR practice. Working knowledge of Work Health and Safety obligations and workers compensation processes.
- Strong organisational skills, with the ability to manage competing priorities and maintain accurate records.
- Effective interpersonal and communication skills with the proven ability to build relationships across all levels of an organisation.
- Ability to work independently, and exercise sound judgment in a standalone HR role, or within a small team setting.
- Ability to travel within the Northern Territory from time to time.

Desirable

- Tertiary qualification in Human Resources Management, Business, or related discipline (or equivalent practical experience).
- Experience working in, or understanding of, the Not-for-Profit Sector.

Relationships Australia NT is accredited as a Safeguarding Children organisation with the Australian Childhood Foundation. Therefore, all staff working at RA-NT are required to complete training regarding Safeguarding Children and mandatory reporting upon induction at RA-NT. Staff need to commit to the RA-NT Code of Conduct and all Safeguarding Children related policies.

Please note that Position Descriptions are under regular review and may be changed by the Chief Executive Officer, after consultation, at any time.

Acknowledgement

I have read, understood, and accept the position as documented in this position description.

Employee Name (Please Print):

Signature:

Date:

