



### POSITION DESCRIPTION

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|-------------------------------|--|-----|
| POSITION TITLE:               | People & Culture Officer                   |     |
| DIVISION / SECTION:           | Corporate Services                         |     |
| SUPERVISOR:                   | Chief Operating Officer                    |     |
| CLASSIFICATION LEVEL:         | Level 6                                    |     |
| STATUS (FTE):                 | 1.0 FTE PERMANENT                          |     |
| LOCATION:                     | Darwin (with regular travel to Maningrida) |     |
| NO. OF POSITIONS SUPERVISING: |  | Nil |

### PURPOSE OF POSITION

The People & Culture Officer is responsible for the coordination, administration and day-to-day management of the organisation's People & Culture function, providing professional advice and support to managers and employees across the employee lifecycle.

The role operates with a high level of autonomy, ensuring People & Culture practices are compliant, culturally appropriate and aligned with organisational priorities, while escalating complex or high-risk matters as required.

### KEY DUTIES

#### People & Culture Operations and Advisory

- Coordinate and manage the day-to-day delivery of People & Culture services across the organisation.
- Provide professional advice to managers and employees on employment conditions, performance management, conduct, attendance and wellbeing matters, within established policies and legislation.
- Assess matters for risk and complexity and determine appropriate action, including when escalation or external advice is required.
- Manage confidential and sensitive People & Culture matters with discretion, cultural awareness and sound judgement.
- Act as the primary internal contact for People & Culture matters.
- Escalate more complex matters to the Chief Operating Officer and/or external People & Culture preferred provider.

#### Policy, Compliance & Administration

- Administer and coordinate the organisation's People & Culture policies, procedures and employment documentation.
- Monitor compliance with the Enterprise Agreement, National Employment Standards and relevant legislation, identifying issues and recommending corrective action.

- Coordinate workforce data reporting, including employment metrics, compliance reporting and workforce trends to support operational decision-making.
- Contribute to the review and continuous improvement of People & Culture systems and practices.

### **Recruitment & Onboarding**

- Coordinate and administer end-to-end recruitment and selection processes in accordance with organisational policies.
- Provide advice to hiring managers on recruitment processes, documentation and compliance requirements.
- Coordinate onboarding and induction processes to support workforce capability and retention.
- Maintain oversight of position descriptions and employment records to ensure currency and compliance.

### **Workforce Support & Development**

- Coordinate training and development activities, maintaining accurate training and compliance records.
- Support performance review processes and provide advice on documentation and procedural requirements.
- Monitor workforce data including leave, contract terms and compliance obligations, identifying issues and recommending action.

### **Culture, Values & Engagement**

- Coordinate initiatives that promote a respectful, inclusive and culturally safe workplace.
- Provide advice and support to managers on employee engagement and wellbeing practices.
- Contribute to internal communications and workforce initiatives aligned with organisational values.
- Support a positive workplace culture, prioritising empathy and respect.

### **Other**

- Undertake other duties commensurate with skills and experience.

## **SELECTION CRITERIA**

### **Essential:**

- Qualification or demonstrated experience in Human Resources, Business Administration or a related field.
- Experience in a generalist or administrative People & Culture / HR role.
- Working knowledge of the Fair Work Act, National Employment Standards and Modern Awards, with the ability to apply guidance under direction.
- Experience providing practical HR support in a confidential and professional manner.
- Ability to travel to Maningrida regularly.
- A collaborative and understanding approach with a sense of humour and innate kindness
- Strong organisational skills with attention to detail.
- Well-developed communication and interpersonal skills.
- Ability to work collaboratively with managers, employees and external advisers.
- Proficiency in Microsoft Office and HR systems.
- Ability to manage competing priorities and meet deadlines.
- Current NT Ochre Card (or ability to obtain).
- Satisfactory National Police Check.
- Current NT Driver's Licence.

**Desirable:**

- Experience working in a remote or regional environment.
- Experience in a community-controlled or not-for-profit organisation.
- Exposure to Aboriginal and Torres Strait Islander workplaces and cultural contexts.

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**Approval:**

Chief Executive Officer

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Signature

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Date