

Position Description



Position Title:	HR and Grants Officer
Reports To:	Finance Manager
Classification:	Aboriginal Community Controlled Health Services Award 2010
Tenure/Hours of Work:	Part-time 24 hours per week contract, subject to ongoing funding

Background

Kirrae Health Service Inc was established in the 1970's. Kirrae provides a range of holistic community health services, Home and Community Care, Safety and Wellbeing, Family Programs and centre based activities to members of our community who live at the Framlingham Aboriginal Settlement and in neighbouring areas including Warrnambool, Koroit, Yambuk, Allansford, Princetown and Bushfield.

Our Vision

That we continue to support families as our core cultural base, celebrating our strong family links, gaining cultural, social, emotional and economic well-being within our family units as this will support us to grow as individuals within a strong community.

Mission Statement

The Kirrae Health Service Inc. exists in order to service the physical, mental and emotional health needs of the Framlingham Aboriginal Community in a manner that is effective, culturally sensitive and acceptable to the community.

1. Main Objectives of This Role

The main objective of this role is to apply for funding to support the organisation to achieve its short and long term strategic goals and provide HR services and support.

Kirrae Health Service – HR and Grants Officer	Created: August 8, 2022	V1.0
Reviewed:	Next Review: August 2024	

2. Job functions and responsibilities

GRANTS

- Research appropriate grant opportunities relevant to the strategic goals of Kirrae
- Coordinate the planning and preparation of grant applications
- Prepare and compile grant submissions in line with grant agency requirements
- Create a spreadsheet to track submission deadlines, application results

HR

- Help to review and design positions, create and review position descriptions
- Maintain employee data spreadsheet and files, including visiting services
- Maintain Training Register and annual training calendar
- Coordinate training sessions
- Oversee the development of online induction resources
- Compile HR reports as required
- Ongoing creation and review of individual work plans
- Respond to internal and external HR related enquiries or requests and provide assistance
- Support the recruitment/hiring process, ad placements, assist in shortlisting, recruitment questions, perform checks, issue employment contract
- Perform inductions, orientations/onboarding and update records with new staff
- Assist supervisors in performance management procedures
- Champion LGBTQI+ safety and awareness, initiatives, training and development, including elements of Rainbow Tick accreditation
- HR Audits, HR Framework Gap Analysis
- Assist in maintaining good workplace communication
- Other HR tasks including collecting employee feedback
- Establish and maintain collaborative working relationships with other service providers as required
- Support other program areas as required

3. Continuous Quality Improvement

- Participate in and contribute to continuous quality improvement initiatives and other organisational activities to meet QIP Accreditation Standards, including but not limited to internal quality audits
- Work in conjunction with the Quality and Admin Coordinator to meet Risk Assessment and QIC Accreditation criteria including Quality Work Plans
- Play an active role in the Kirrae Health Service Risk Management Framework
- Play an active role in the Kirrae Health Service Planning and Evaluation Framework

4. Workplace Occupational Health & Safety (OH&S)

- Comply with occupational health and safety policies and procedures
- Report potential health and safety hazards and risks
- Comply with workplace housekeeping requirements and maintain work space in a clean and tidy state
- Comply with Infection Control Policies and Procedures

Kirrae Health Service – HR and Grants Officer	Created: August 8, 2022	V1.0
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Key Performance Indicators

- Staff files are audited annually
- All staff have Position Descriptions that are audited bi-annually
- All new staff participate in induction and orientation/onboarding and records are kept
- Regular LGBTQI+ information shared via the community newsletter and Kirrae social media
- Quality grant applications submitted and tracked
- Interactions with clients are kind, caring and respectful of each client's identity, culture and diversity

5. Reporting and Relationships

Internal

- This position reports to the Finance Manager
- This position will also work closely with the Quality and Administration Coordinator

6. Professional Development

- Participate in cultural training opportunities
- Participate in meetings, training, supervision and in-service education authorised by the Practice Manager
- Participate in work plan reviews as required

7. Minimum Qualifications/ Skills Required

- Certificate III or IV in Human Resources or relevant experience in a HR role
- Good grant writing skills
- Well-developed verbal, written and interpersonal communication skills
- Strong computer skills including Outlook, Word
- Ability to work collaboratively as a member of a diverse team
- Ability to develop and produce grants and other proposals
- Knowledge of grant funding procedures and successful experience in this arena
- Knowledge of federal, state and/or community funding sources and mechanisms
- Knowledge of potential sources of grant funding – state, federal, philanthropic

EXPERIENCE:

- Working with Aboriginal people and Aboriginal communities desirable but not mandatory
- Experience as a HR Coordinator or relevant HR/administrative position
- Experience with successful grant writing

KNOWLEDGE:

- Knowledge and understanding of HR processes and best practices including recruitment, induction, training, WorkCover, and performance reviews
- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control
- Understanding and knowledge of the principles and practices of Workplace Participation, Workplace Diversity and Occupational Health & Safety.

ATTITUDE:

- Appreciate, respect and value differences within the Kirrae Health Service staff
- Contribute to and support positive staff morale
- Show sensitivity to the needs of Kirrae Health Service clients
- Promote and present a positive image of Kirrae Health Service to other staff, clients and the community in general

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Other

Employment is subject to a satisfactory Police Check and Working with Children’s Check.

Kirrae Health Service is committed to the health, safety and wellbeing of its staff. Kirrae Health Service and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. Kirrae Health Service expects staff to comply with its policy and procedures which relate to statutory requirements and our ways of working.

I have read and understood the requirements of this role, as outlined in this Position Description.

Name: _____ Signed: _____ Date: ____/____/____