



Position Description: HR and Office Manager July 2024

About JR NSW

Just Reinvest NSW (JR NSW) supports Aboriginal communities to develop their own solutions for change, making them safer and more just. Our goal is to reduce Aboriginal People's interactions with the criminal justice system. We do this by creating stronger and safer futures through both community-led initiatives and policy and legislative reform and redirecting funds away from systems that harm people, towards communities with high rates of contact with the justice system.

We work alongside Aboriginal communities to support place-based, community-led and data driven approaches to inform solutions, such as devising local 'justice circuit-breakers'. Our place-based approach feeds into broader policy and advocacy work to create levers for change. JR NSW brings together Aboriginal communities, government, agencies, philanthropic and private sector partners across political and cultural spectrums to leverage the justice reinvestment approach. We currently have JR staff working in Redfern, Mt Druitt and Moree and we collaborate with communities across Bourke, Kempsey, Cowra & Nowra to support their activities. Interest in the concept and benefits to be gained from justice reinvestment is increasing and directing more Aboriginal communities to reach out for guidance as they investigate how it might work in their communities.

Position purpose

We are seeking a skilled and experienced HR and Office Manager to join our team, overseeing our offices in Redfern, Mt Druitt, and Moree. This role involves managing HR policies, fostering a positive workplace culture, and ensuring smooth office operations. The ideal candidate will be passionate about working with an Indigenous-led organization and promoting Indigenous outcomes. Directly reporting to the Chief Financial Officer, this position will also have an indirect reporting line to the CEO for cultural and operational guidance.

Key Responsibilities:

Policy Review and Development:

Review and update all current HR policies in accordance with legislation and best practices.

Identify and implement any missing policies, including but not limited to annual leave, parental leave, adoption leave, personal leave, compassionate leave, domestic violence leave, special leave, Code of Conduct, and WHS policies.

Collaborate with the CFO to review and refine policies related to travel, use of credit cards, and company assets (laptops, mobiles, etc.).

Workplace Culture and Employee Engagement:

- Foster a positive and inclusive workplace culture that aligns with our organizational values.
- Promote employee engagement, well-being, and satisfaction.

Performance Management:

- Oversee the performance appraisal process from start to finish.
- Collaborate with the CEO and CFO to consider appraisals in the salary review process.

Training and Development:

- Manage the training budget and evaluate the effectiveness of training programs.

Employee Relations:

- Handle grievances and other employee complaints.
- Administer the Employee Assistance Program.

Recruitment and Onboarding:

- Work with managers across all office locations to recruit staff for new and existing positions.
- Oversee contract preparation and all onboarding and offboarding processes.

Office Management:

- Liaise with the payroll department to ensure accurate and timely salary payments.
- Arrange Executive Committee meetings, AGMs, and other necessary meetings.
- Manage office supplies, security fobs, and shared office tasks in the Redfern office.
- Assist the CEO and CFO with administrative tasks as needed.

Health and Safety:

- Serve as the WHS Officer and manage first aid and safety protocols within the organization.

Qualifications, Experience & Salary:

- A degree in Human Resources, Business, or equivalent experience.
- Proven experience as an HR Manager and Office or Administration Manager.
- Strong empathy for the not-for-profit sector, with a patient, flexible, and understanding management style.

- Benefits: PBI salary packaging, additional Christmas leave, and flexible work arrangements (including one day a week work from home).
- Position: Full-time, with consideration for part-time for the right candidate.