



Ord Valley Aboriginal Health Service

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Aboriginal Corporation ICN 275

Job Description Form Human Resources Manager

Vision Statement

Aboriginal people in Kununurra and the North-East Kimberley are supported to live **prosperous lives that are strong, healthy, and culturally safe.**

The Purpose that defines us

We bring **clinical, cultural, and community expertise** to deliver accessible and **holistic health and wellbeing care** for people in the North-East Kimberley.

Aboriginal Community-led

We are connected and accountable to the communities we serve. We are governed by Aboriginal community leaders. We deliver services in culturally safe ways, bringing the best of medical and cultural expertise to achieve positive health outcomes. Working with and responding to Aboriginal communities is central to what we do.

Organisational Values

The Ord Valley Aboriginal Health Service has been providing critical health and support services to local Aboriginal people since 1984. Our ambition is to deliver socially, culturally, and financially accessible health care that supports communities in the North-East Kimberley to be strong, healthy and safe. The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.



Community

We bring our connection with community to everything we do

PEOPLE
TOGETHER



Respect

We show respect for a people, cultures and backgrounds

HEALTHY
TOGETHER



Passion

We are deeply motivated to achieve outcomes

MY
MOB



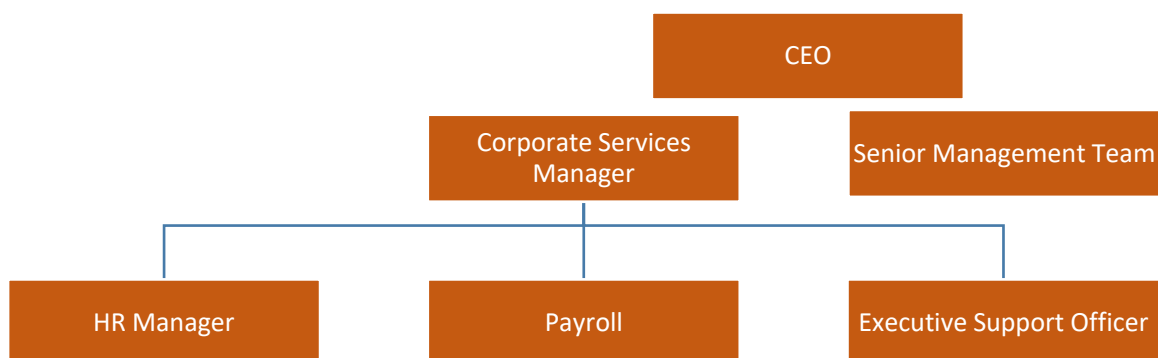
Equality

We strive for equality, fairness and empathy for all people

HEALTH &
WELLBEING

Position Title	Human Resources Manager
Work Group	Corporate Services
Work Unit	<ul style="list-style-type: none"> - Administration/Corporate Services - Learning and Development - Quality Improvement
Reports To	Deputy CEO
Direct Reports	0
Award / Agreement	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Award Classification	Grade 7: \$107,000 - \$115,000 pa pr.
Approved by CEO	2025

Team Structure



Position Purpose

The Human Resources Manager (HR Manager) supports the Corporate Services Manager and the Senior Management Team (SMT) to identify, develop, and implement solutions across a range of human resource functions including workforce planning and recruitment, managing performance, industrial relations, organisational design and development and workforce learning and development.

The HR Manager will provide support to current and future workforce projects with a strong focus on coordinating the organisations transition to online human resource management system, review and development of relevant policies and procedures relating to projects and being the first point of contact for staff and management relating to HR queries, onboarding, and induction.

The role will provide assistance to the Senior Management and Executive Management Team by contributing to the accomplishment of Human Resource practices and objectives that will provide an employee oriented, high-performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

Aboriginal and/or Torres Strait Islander persons are strongly encouraged to apply.

Strategic Alignment

The organisation's Strategic Plan 2023- 2026 has four (4) overarching strategic goals, with each goal having specific outcomes.

The role of the Human Resources Manager is aligned with all four Strategic Goals.



POSITIVE
CHANGE



HEALTH &
WELLBEING



SUPPORT
COMMUNITY



HEALTHY
TOGETHER

Primary health Care

Primary health care is the first means of accessing the health care system for many people and is critical to individual, family and community health outcomes.

Social and Emotional Wellbeing

Social and emotional wellbeing relates to the mental health for individuals and communities and is a key component for the overall health of Aboriginal people.

Specialised Health

Our communities deserve targeted support to prevent and address complex health needs, including chronic disease and disability.

Population Health

Reducing future health challenges and to Close the Gap requires long-term system change and community - wide solutions.

Key Stakeholder Relationships

External

- Aboriginal Community Controlled Health Services across the Kimberley region and Western Australia, other not-for-profit services, and businesses as relevant to the role
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

Internal

- Maintains close working relationships with other officers, team members and employees of Ord Valley Aboriginal Health Services.
- Works in collaboration with the Senior Management Team and in consultation with the Board of Directors.

Responsibilities of this Position

Human Resources

- Support the development and implementation of the OVAHS Recruitment and Workforce Plan.
- Develop and implement HR strategies and initiatives that align with the overall organisational strategic plan and the Aboriginal Community Controlled Health Service (ACCHS) Model of Care framework.
- Support and work closely with the SMT in the recruitment and selection of new employees and the provision of HR metrics and reporting.
- Coordinate the onboarding and induction of new employees, including enrollment in relevant training.
- Maintain OVAHS Human Resources policies, practices, and procedures.
- Contribute to the management of employee relations, including completing investigations, resolving employee grievances, and engaging with external service providers and stakeholders.
- Coordinate the review, development and maintenance of employee qualification and license management systems.
- Prepare draft standards, policies, and procedures to meet any identified gaps, where required.
- Support accreditation processes including audits, policies and procedures, action plans and employee education.
- Respond to employee HR queries and be the first point of contact for all HR-related matters, where appropriate.
- Work with the Deputy CEO to develop and implement an organisation-wide learning and development framework to build employee capability, identify and respond to training needs, and career pathways for current and future employees.
- Where relevant, provide in-house training in areas of competency.

Quality Management System

- Actively participate in the organisation's QMS (LOGIQC).
- Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
- Demonstrate leadership and commitment to promote continuous quality improvement initiatives, give assurance that the quality objectives are measured and ensure the QMS achieves intended results by engaging and supporting employees to contribute to the effectiveness of the QMS.

General

- Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives, and values.
- Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
- Attend and participate in professional development activities including workshops and training as required.
- Attend and participate in Employee Development Days.
- Participate and comply with all Work Health and Safety responsibilities as per the *Work Health and Safety Act 2020* (WA).
- Identify and assist to reduce Work Health and Safety hazards and risks.
- Follow the reasonable direction of Work Health and Safety representatives.

This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated between both parties to meet the ongoing needs of the organisation.

Position Performance Indicators

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage, and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisation's performance development framework.

Key Result Area	Key Performance Indicators
Compliance & Reporting	<ul style="list-style-type: none">• Effective completion of all Work Unit contractual obligations including program delivery, funding reports, evaluations, and compliance requirements.
Quality Management System (QMS)	<ul style="list-style-type: none">• Ensure all tasks assigned to this position are completed within a six (6) week period.• Actively lead continuous quality improvement initiatives across the organisation and promote an environment of effective CQI practices.

Competency Profile for this Position

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

Qualifications, Skills, Experience and Knowledge

Essential criteria

- A demonstrated strong and practical understanding of Human Resources and current employment legislation including Fair Work, WHS, Awards and other employment-related laws.
- Ability to work independently and as part of team.
- Highly developed written communication skills including the ability to write clearly and concisely, prepare complex written reports and manage the output of quality information.
- Highly developed interpersonal skills including negotiation and consultation skills and the ability to proactively establish and sustain effective stakeholder relationships.
- Substantial experience in the development, review and implementation of policies and strategies.
- Effective organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines.
- Suitable skills in office computing applications including word processing, spreadsheet, database, presentation software i.e. PowerPoint or similar.
- A proven ability to foster strong relationships and work collaboratively with diverse communities to inform decisions, planning, strategy, and action.
- Results focused approach with the ability to identify and act on opportunities to improve short and long-term performance.
- Some financial management and budgeting skills to support business goals and objectives.

Desirable criteria

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.
- Possession of qualification/s in human resources of finance-related areas.

EMPLOYMENT SCREENING

Employees are required to demonstrate that they have undergone appropriate employment screening in accordance with OVAHS Policies. The following checks will be required for this role:

- ☒ National Police Check (current within the previous 3 months, or willingness to obtain
- ☐ Valid Working with Children Check
- ☐ Current AHPRA Verification Check
- ☒ Current and Valid Driver's License
- ☐ National Disability Insurance Service Check
- ☐ Other