

Healthy Land and Water (HLW) Draft Position Description

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| POSITION: | HR & POLICY SUPPORT OFFICER |
| REPORTS TO: | Financial Planning & HR Manager |
| EFFECTIVE FULL TIME: | 0.8 FTE |
| LOCATION: | Brisbane CBD |
| COMMENCEMENT: | January 2018 |

Organisational Environment

Healthy Land and Water (HLW) is a not-for-profit, independent organisation working to protect and improve waterways and natural asset health in Queensland. The waterways and natural assets of SEQ are an integral part of our lifestyle and economy. With a rapidly growing population and increasingly unpredictable climate, the challenge is to protect our precious natural assets for future generations to enjoy.

Healthy Land and Water facilitates careful planning and coordinated efforts at local and regional levels among member organisations from government, industry, landholders, research and the community to deliver the Healthy Land and Water's Purpose:

"To inspire and connect people with the evidence-based tools and on-ground action that will protect our natural environment and support our economy for future generations."

Healthy Land and Water was created in 2016, through the unification of two existing organisations, Healthy Waterways Ltd (**HWL**), and South East Queensland Catchments Ltd (**SEQC**).

For more information, please visit www.hlw.org.au

Position Summary

The HR & Policy Support Officer provides broad HR administrative support to the organisation through a variety of tasks.

Healthy Land and Water will focus on all the region's natural assets of land and waterways leveraging the combined resources and expertise of both organisations to better deliver and support community and government expectations while addressing current areas of duplication.

Healthy Land and Water will be the recognised Regional NRM body for South East Queensland and will be responsible for delivery of the Australian Governments National Landcare Program as well as the Queensland NRM program.

HLW's purpose is to make a significant difference to South East Queensland's natural resources, economy and community. It aims to:

- Secure funding from government and business for projects to improve grazing, reduce erosion, repair waterways, manage pests and weeds, restore degraded habitats and look after our coastal areas.
- Protect and improve the waterways of South East Queensland. With a rapidly growing population and increasingly unpredictable climate, our waterways are under increasing pressure from threats such as soil erosion, stormwater run-off, litter and land clearing.

- Work with community, industry, government and research partnerships to achieve healthier waterways and natural resources that underpin a healthy community.
- Work to understand and communicate the condition of waterways and natural resources to drive and influence future targets, policy and actions. They also provide advice, training, support, services and workshops for the community.
- Monitor and report on waterway health, educate on the value of our waterways and support reforms to policy and planning where it will benefit our waterways and community. Work with governments at all levels to align policy and planning with objectives.

Reporting directly to the Financial Planning and HR Manager, specific accountabilities and performance indicators will be set against the Strategic Plan and annually against work plans.

Key Responsibilities

The key responsibilities of the HR & Policy Support Officer role will be:

- Assisting Financial Planning & HR Manager with general Human Resources functions including:
 - HR Administration
 - Recruitment
 - Manage Staff Inductions
 - Maintain Interns/Volunteers Register, including Inductions
 - Maintain Learning and Development, and Performance Plans
 - Updating Organisational Policies Standard Operating Procedures (SOPs), as needed
 - Being available for staff consultation and maintain HR issues/and improvements register
- Assist Leadership Team and Team Leaders with staff Position Descriptions and organisation changes
- Support delivery of workforce plan
- Coordinate Staff Team Events and Workshops

Working Relationships

- **Internal**
 - Position reports to Financial Planning and HR Manager.
 - Support CFO as required.
 - Work closely with the Corporate Services team.
 - All HLW staff

Selection Criteria

Essential

- A Degree in Commerce with HR Management experience
- Demonstrated competence and/or training in Microsoft Office programs i.e. Word, Excel, Access, Outlook.
- Well-developed communication and interpersonal skills including the ability to deal with sensitive and confidential matters and to use discretion.



- Demonstrated time management skills and the ability to use initiative to prioritise workload with competing priorities.
- Actively participate as a member of a multidisciplinary team, with an ability to develop and maintain effective working relationships with team members.

Special Terms and Conditions of Appointment

A six-month probationary period applies to this position.

Some terms and conditions may be negotiated at the time of engagement and will be commensurate with the applicant's experience, knowledge, skills, abilities and personal qualities.

The employee should have a current Queensland driver's licence as the position may require travel throughout South-East Queensland.

Organisational Expectations

- **Equal Employment Opportunity**
Employees must have knowledge and understanding of Equal Employment Opportunity legislation.
- **Occupational Safety and Health**
All employees must be familiar with Occupational Safety and Health policy and be committed to maintaining a healthy and safe work environment.

