



POSITION VACANT

Yorta Yorta Nation Aboriginal Corporation (YYNAC) now has the following vacancy.

Human Resources Graduate – Fulltime

About the Role

This is a position that will grow into an HR Officer and eventually HR Manager in the next 5 years and therefore a career opportunity for an ambitious HR Graduate (0 -2 years-experience) to join a growing and dynamic organisation at the forefront of cultural, environment and land management.

On the job training will be provided by YYNAC with guidance and mentoring available from experienced HR Professionals

This role is responsible for, but not limited to, the following accountabilities in line with the organisation's strategic plan. Accountabilities may change at any time, subject to business needs.

- Coordinate the day-to-day human resource requirements of YYNAC
- Provide support and guidance to Managers in relation to staffing matters in consultation with external consultants as required
- Proactively foster a positive workplace culture to facilitate staff retention and quality outcomes for staff and YYNAC
- Administer all HR systems and processes to ensure accuracy of information and best practice including OHSE and industrial relations

About You

- HR Graduate with 0 – 2 years' experience but will consider a candidate with more experience and/or Diploma level qualifications.
- Knowledge and/or work experience in Occupational Health and Safety (OHS) is preferred and/or a demonstrated understanding/commitment to OHS
- Demonstrable ability to communicate and develop relationships across all levels of the organisation
- Commitment and understanding to confidentiality and privacy principles
- Demonstrable ability to treat all matters with fairness and equity

The successful applicant will be subject to reference checks a drug and alcohol screening and will need to provide a National Police Check and a Working with Children Check.

What we offer you

- Salary packaging of \$15,900 available for Part- or Full-time employees
- Access to free and confidential Employment Assistance Program

We strongly encourage applications from Yorta Yorta peoples and other Aboriginal and Torres Strait Islanders.

To apply or request a copy of the position description please email hrmanager@yynac.com.au.