



## POSITION DESCRIPTION

### People and Learning, Senior Project Officer

<b>Level and Salary Range</b>	Administrative Stream \$92,500 - \$117,000 <i>(Dependent on qualifications and experience)</i>
<b>Job Type</b>	Full time – 2 year contract
<b>Reports to</b>	People and Learning, Senior Manager
<b>Purpose of the Position</b>	The People and Learning Senior Project Officer is responsible for the development and implementation of a range of HR and workforce projects aimed to support best practice people management strategies.
<b>Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>Establish and maintain relationships with key stakeholders across the organisation in order to contextualize project outcomes.</li> <li>Consult with relevant stakeholders to review and refine existing workforce strategies and programs to ensure they remain fit for purpose and scalable.</li> <li>Undertake research, plan, develop and implement a range of HR and workforce projects aligned to the Strategic Workforce Plan, including a Reward and Recognition program; Essential Training framework; Inclusion and Diversity framework; and a refreshed organisational Performance Management framework.</li> <li>Future proof project outcomes by ensuring where possible systematized approaches.</li> <li>Undertake a review and redevelopment of HR policy, forms and templates in context of the projects undertaken.</li> <li>Manage projects within scope, budget and timelines including ensuring regular reporting on progress.</li> </ul>
<b>Essential Criteria</b>	<ul style="list-style-type: none"> <li>Demonstrated experience in a human resource or learning and development role.</li> <li>Demonstrated high level oral and written communication skills with the ability to develop and maintain positive relationships with a range of diverse stakeholders.</li> <li>Project management experience in context of planning and implementing HR or Workforce related frameworks and projects.</li> <li>High level organisational skills with the ability to manage workloads, prioritise work, document, track tasks and report to Executive on progress.</li> <li>Ability to work independently, and within a team to meet deadlines and achieve results.</li> <li>Commitment to continuous improvement and ongoing personal professional development.</li> <li>Current Working with Children Card, Criminal History Check, and NT Drivers Licence.</li> </ul>
<b>Preferred Criteria</b>	<ul style="list-style-type: none"> <li>Bachelor's Degree in Human Resources (or other relevant discipline).</li> <li>AHRI Certified Practitioner Human Resource (CPHR) qualification (or working towards).</li> <li>Previous experience managing multiple projects.</li> <li>Experience working in the disability/health or community services sectors and understanding of the not for profit context.</li> <li>Knowledge and understanding of Disability and the NDIS.</li> </ul>
<b>Behaviours Required</b>	<ul style="list-style-type: none"> <li>Embody Carpentaria's values of Honesty, Collaboration Innovation and Respect, and a demonstrated human rights-based approach.</li> </ul>

Authorised by CEO:

Date: