




Senior Human Resources Officer

Victorian Aboriginal Legal Service  [View all jobs](#)

 Preston, Melbourne VIC

 Consulting & Generalist HR (Human Resources & Recruitment)

 Full time

 \$89,691.06 per annum., plus 11.5% Superannuation

Posted 1m ago

At **Victorian Aboriginal Legal Service (VALS)**, we are committed to providing culturally appropriate legal services, advocacy, and support to Aboriginal and Torres Strait Islander peoples across Victoria. Our mission is to ensure that Aboriginal communities have access to the justice system, are treated with dignity and respect, and have their rights upheld.

What We Do:

- Provide free legal services to Aboriginal people across criminal, family, and civil matters
- Offer culturally sensitive advice, support, and representation
- Advocate for social justice, equality, and the protection of Aboriginal rights
- Work to reduce the over-representation of Aboriginal people in the criminal justice system
- Engage in policy development and systemic advocacy for positive change

When you work at VALS, you can access range of our benefits such as:

- Only 35 hours work week – any extra hours worked will be calculated as Time In Lieu (TOIL) and can be used as additional leave hours
- Get paid more when you take your annual leave with our 17.5% Annual Leave Loading
- Access additional 5 days leave on top of the standard 20 days annual leave allowance
- Access to company vehicles for any work-related trips
- Salary packaging of up to \$15,900+ per FBT available via Maxxia

To learn more about us, head to <https://www.vals.org.au/about-vals/> | For more details about our other roles, check our careers website: <https://www.vals.org.au/careers/>

About the Role:

Application ends on 10th March 2025

Salary Offering:

VALS E 1.1 - \$89,691.06 plus 11.5% Superannuation

This role is full-time fixed term until 30 June 2025 (renewal subject to ongoing funding for new financial year in July 2025)

Office Locations:

273, High Street Preston Victoria 3072

Overview

As Senior Human Resources Officer, you will play a pivotal role in providing effective human resource expertise and advice across the organisation. You will be part of the recruitment team, involved in low level employee relations, training and development programs for employees, ensuring compliance with policies, and assisting employee with their needs. You will also work closely with management to foster a health work environment.

Key Responsibilities

- Maintain a steadfast commitment to Aboriginal and Torres Strait Islander culture and self-determination and the philosophy of Victorian Aboriginal Legal Service.
- Support and coach Managers in the facilitation of recruitment, induction, employee relations, performance planning, learning and development and terminations.
- Coach and mentor employees to ensure outcomes are of the highest possible standard.

- Promote a culture of collaboration and cooperation within the HR Team.
- Manage the delivery and continuous improvement of VAL's performance management system.
- Model and promote VAL's values in all areas of performance, promoting cultural safety, understanding, wellness, communication, responsibility and collaboration.
- Lead and support the effective resolution of disciplinary processes and terminations with support from the Human Resources Manager and legal advisors.
- Coordinate and document employee contracts/agreements ensuring legislative and award compliance is met.
- Update and review position descriptions including classification against the relevant award to determine appropriate remuneration for each position.
- Work with finance and payroll to ensure the accurate application of award rates where applicable.
- Provide support, coaching and empowerment to staff.
- Coordinate return to work in consultation with Human Resources Manager managers and our lawyers.
- Ensure VAL's complies with all relevant legislation, including the Fair Work Act 2009, Enterprise Bargaining Agreement 2022, Occupational Health and Safety Act 2004, Equal Opportunity Act 2010, Modern Awards and accreditation standards as they relate to HR.

Key Selection Criteria:

Essential

- Demonstrated understanding and commitment to Victorian Aboriginal Legal Service Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- Highly developed oral and written communication skills, with proven ability to deliver presentations and prepare a range of documents including reports.
- Demonstrated capacity to maintain sensitive information, uphold confidentiality and remain impartial at all times.
- Experience in implementing and executing policies, procedures and programs in the areas of recruitment, retention, remuneration and benefits, change management, and performance management.
- Ability to build and maintain strong internal and external working relationships, with a wide range of people at all levels, characterised by co-operation, trust and mutual respect.
- Practical generalist HR experience from an operational perspective, preferably in a community-centric organisation.
- Demonstrated initiative with the proven ability to take a pro-active approach.
- A strong knowledge and understanding of contemporary thinking and approaches around human resources.

- Relevant post-secondary and/or tertiary qualification/s in Human Resource Management or equivalent years of experience in a similar role.
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks and meet changing circumstances, competing demands, interruptions and deadlines.
- Demonstrated proficiency and experience using Microsoft applications (e.g. Microsoft Word, Excel, Outlook), Subscribe HR combined with a high level of accuracy and attention to detail.

Desirable

- Identifies as Aboriginal and/or Torres Strait Islander

VALS mandatory requirements

On offer of this position, you must provide:

- Copy of your current **Employee Working with Children Card**.
- You will be required to complete a current **Criminal History Police Check**.
- **Proof of rights to work in Australia**, i.e., a copy of an Australian Passport, Birth Certificate, or Immigration VISA documentation
- **Current valid Victorian Driver's Licence**
- Copies of **any certificates or degrees** relevant to this role

Click the '**Apply**' button to apply now and submit your **resume, cover letter and answer to key selection criteria**.

You may also send your application to [**jobs@vals.org.au**](mailto:jobs@vals.org.au) using the **position title as subject line**.

Please note:

We do not accept unsolicited resumes from employment agencies. No (search) fee will be paid in the event we hire a candidate whose resume is submitted by an employment agency to any of our employees without a valid written recruitment agreement. Such resumes shall be deemed the sole property of VALS.