

Position Title	People & Culture Officer	Report to	People & Culture Manager
Division & Team	Corporate Services/People & Culture	Location	Subiaco
New position or revision & date	September 2024		

Position Purpose

Reporting to the People & Culture Manager, the objective of this role is to work collaboratively as part of the People & Culture team to provide quality HR services to CCWA staff and volunteers.
The People & Culture Officer will contribute to providing holistic advice, coordination and administration of functions associated with CCWA's employment lifecycle including talent attraction, recruitment, onboarding, engagement and separation. This role will also be responsible for CCWA Volunteer administration.

Our Vision	Achieve a cancer-free future for our community.
Our Purpose	Cancer Council Western Australia works with our community to reduce the incidence and the impact of cancer.
Our Values	<p><i>Making a real difference</i> We seek to have a major positive impact on the lives of all West Australians. We never stop seeking to improve and innovate what we do and are prepared to take risks to achieve breakthrough results.</p> <p>We do this by living the following values:</p> <ul style="list-style-type: none"> • <i>Integrity</i> We have high standards, and we do what we say we will do. We are transparent and consistent in the way we work and relate. • <i>Evidence</i> We always seek the most solid foundation of evidence available in every practice we embrace. • <i>Care</i> We are passionate about our mission and deeply value our community and each other. We show empathy for those we are here to serve, respect and value our staff and volunteers and do everything we do with great care. • <i>Collaboration</i> We actively engage with others and each other to achieve our shared objectives. We create inclusive and empowering connections with and between our stakeholders to build the capacity we need to bring about great change. • <i>Equity</i> We work positively with people of different backgrounds, status and education to help them achieve the best possible level of health and wellbeing. • <i>Boldness</i> We engage in continuous improvement and innovation and take risks to achieve results.

Key Responsibility Area	Inputs - Key Activities	Outputs - What is expected/end result	Measures - How it is measured
Operational			
	Recruitment & Selection	Undertake recruitment & selection related administration for employees and volunteers including advertising, monitoring the careers and volunteering inbox, liaising with applicants, scheduling interviews, referencing checks and clearances.	Recruitment processes are maintained and compliant with legislation.
	Onboarding & Offboarding	Co-ordinate on-boarding and off-boarding processes for employees and volunteers including assisting with inductions where needed. Monitor and track completion of activities such as induction programs, probation reviews and exit interviews.	Processes are maintained.
	General HR	Contribute to employee engagement, work health & safety, learning & development and other HR related activities as directed by the People & Culture Manager.	Tasks and projects are completed within required timeframes and to a high standard.
	Employee Administration	Maintain employee and volunteer personnel files, assist with file audits, HR registers & databases. Provide support for learning & development activities and employee wellbeing programs. Assist with ensuring that HR intranet resources are fit for purpose for users and that they are accurate and aligned to processes and systems.	Record keeping and documentation is up to date and compliant with legislation
	General Administration	Provide general administrative support to the People & Culture team including monitoring, triaging and responding to incoming mail in shared mailboxes	Feedback from People & Culture Manager indicates that support has been provided to the People & Culture team.

		<p>ensuring prompt responses and resolution of queries.</p> <p>Assist the team with assigning, updating and monitoring forms, templates and intranet posts.</p>	
Relationship Management			
	<p>Establish and maintain effective working relationships</p>	<p>Build and maintain rapport with people at all levels through the provision of proactive customer service.</p> <p>Respond promptly to stakeholder requests, collate and disseminate relevant information, resolve standard problems, escalate issues when required, and effectively prioritise responses to stakeholders.</p>	<p>Internal and external stakeholders provide positive feedback</p>
Occupational Health and Safety			
	<p>All team members are trained in all relevant Occupational Health and Safety processes relevant to their position.</p> <p>Appropriate personal protective equipment is used at all relevant times.</p> <p>Any situation, event or incident that is in breach of Occupational, Health and Safety policies or procedures is identified and reported, and corrective actions implemented where appropriate</p>	<p>Attendance at required WHS training.</p> <p>PPE worn correctly at all times.</p> <p>Hazards & Accidents reported</p>	<p>No Lost Time Injury</p> <p>The workplace is maintained in a safe condition 100% of the time</p>

Selection Criteria	Essential	Desirable
Experience in required industry and or position		
Experience in general administration, reporting and document management, preferably within a Human Resources function.		x
Relevant Qualification in HR or working towards a HR qualification	x	
IT skills		
Excellent proficiency in Microsoft Office Word, Excel, Outlook, PowerPoint, Teams and experience using databases and online systems.	x	
Experience using HR software		x
Other skills		
Strong organisational and time management skills including the ability to manage competing and/or changing priorities and deliver to deadlines.	x	
Strong administration and written communication skills with excellent attention to detail and passion for delivering work to a high standard.	x	
Well-developed verbal communication and interpersonal skills and the ability to interact positively with a wide variety of stakeholders with the confidentiality, professionalism and discretion required in a HR function.	x	
Abilities		
Proven team-oriented, customer focused approach to work, with demonstrated ability to work collaboratively and co-ordinate information flows within the team and with other business areas.	x	
Good research, analytical and problem-solving abilities.	x	
Licenses or Security Clearances		
National Police Clearance		x
CCWA Values		
Demonstrated understanding of and commitment to the values of Cancer Council WA	x	

Positive approach to the workplace	x	
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