

## POSITION DESCRIPTION

<b>JOB TITLE</b>	Human Resources Officer
<b>STATUS</b>	Permanent Part-Time – (0.6 FTE to 0.8FTE by negotiation)
<b>LOCATION</b>	Launceston / Devonport / Burnie
<b>DATE</b>	February 2026
<b>REPORTS TO</b>	Operations Manager
<b>AWARD</b>	Social, Community, Home Care and Disability Services Industry Award 2010, Level 4

### ABOUT LAUREL HOUSE

Laurel House provides a range of trauma-informed, evidence based, therapeutic services to victim-survivors of sexual assault, and for children and young people who use harmful sexual behaviours. We also develop and deliver a broad range of programs to adults, young people and children including the provision of therapeutic face-to-face counselling at our centres located at Launceston, Devonport and Burnie and through outreach locations across the North and North West Tasmania. Laurel House is partnering with the Tasmanian Government in the delivery of the North and North West Arch centres (multidisciplinary centres) for victim-survivors of sexual harm. Laurel House delivers the specialist programs for children and young people who have displayed harmful sexual behaviours in North and North West Tasmania. Our team also provides community education programs focused on the prevention of sexual harm and on supporting parents, carers and service providers to better respond to disclosures of sexual violence. Laurel House is funded by the Australian Government to specifically build capacity of the workforce who support victim-survivors with disabilities to recognise and respond to disclosures of sexual harm, and to assist people with disabilities to understand their rights and responsibilities within relationships. Laurel House is a child safe organisation committed to upholding the rights of children and young people, and amplifying their voices.

### PURPOSE OF THE ROLE

The Human Resources Officer (HR Officer) is a key member of the Operations Team, reporting to the Operations Manager. The role provides high-quality, operational HR support across Laurel House, including recruitment and onboarding, employee and volunteer records, policy implementation, workforce administration and coordination of workplace health and safety (WHS) systems.

The HR Officer supports the development and maintenance of safe, compliant and trauma-informed people practices for employees, students and volunteers, including Board members and participants in Laurel House's Lived Experience Engagement Program (LEEP). This includes supporting effective onboarding, record-keeping, compliance and access to appropriate workplace supports.

The role plays an active part in fostering inclusive, equitable and psychologically safe workplaces. Drawing on intersectional feminist and strengths-based approaches, the HR Officer supports

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workers, volunteers and students with lived experience and those from marginalised communities to identify reasonable adjustments and supports, in collaboration with supervisors and the Operations Manager.

Through this work, the HR Officer contributes to workforce wellbeing, organisational culture and continuous improvement, while upholding Laurel House's values, child safety commitments and commitment to valuing lived experience as expertise.

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

#### HR Administration and Workforce Support

- Maintain accurate employee records, contracts, position descriptions and personnel files.
- Support HR systems including onboarding, training records and compliance documentation.
- Prepare HR correspondence and employment documentation.
- Support performance development processes and training coordination.
- Provide first-line HR support to staff and supervisors in line with policies and procedures, escalating complex matters to the Operations Manager as required.
- Maintain complaints and compliments, and grievance registers.
- Maintain accurate and appropriate records and documentation relating to volunteers and student placements, in line with organisational policies, governance requirements and child-safe standards.
- Contribute to continuous improvement of HR systems, templates and workflows to support efficient, compliant and trauma-informed workforce practices.

#### Recruitment and Onboarding

- Coordinate end-to-end recruitment processes including advertising, interview scheduling, reference checks and contract preparation.
- Support onboarding and induction processes, including coordination of WHS, child-safe, site and role specific inductions.
- Work collaboratively with the Administration Lead, Administration and Finance Coordinator, and other members of the Operations Team to ensure employee onboarding and offboarding is timely, efficient and comprehensive.
- Support recruitment, onboarding and induction processes for volunteers and student placements, including coordination of role-specific, child-safe, WHS and trauma-informed inductions, in collaboration with relevant leads.
- Assist supervisors/managers with recruitment administration, onboarding and workforce planning activities.

#### Policy, Compliance and Reporting

- Assist with development, review and implementation of policies and procedures.
- Support compliance with Fair Work, WHS legislation and SCHADS Award/Enterprise Agreement requirements.
- Assist with HR reporting, audits and governance documentation as required.

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### **Workplace Health and Safety**

- Support implementation and monitoring of Laurel House's WHS framework and procedures.
- Maintain WHS registers including incidents, hazards, training and equipment.
- Assist with coordination of risk assessments, safety checks, audits and incident reporting processes.
- Support staff training requirements (e.g. first aid, manual handling, vicarious trauma).
- Promote staff wellbeing initiatives including EAP awareness and psychologically safe workplace practices.
- Work collaboratively with the Operations Manager and leadership team to support continuous improvement in WHS.
- Support psychologically safe workplaces, including contributing to vicarious trauma mitigation strategies and wellbeing approaches.
- Support identification and implementation of reasonable adjustments and wellbeing supports.

### **Culture, Wellbeing and Organisational Support**

- Contribute to a positive, inclusive and trauma-informed workplace culture.
- Support reflective practice and staff wellbeing initiatives.
- Participate in organisational projects, reviews and improvement activities.
- Support workers with lived experience and workers from marginalised communities to access reasonable adjustments and workplace supports, in collaboration with supervisors and the Operations Manager.
- Apply intersectional feminist principles to HR practice, recognising how power, identity, trauma and systemic inequity shapes workplace experiences.
- Contribute to inclusive workforce practices that value lived experience as expertise and promote equity, dignity and belonging.

### **Support to Operations Team**

- Provide practical operational support to the Operations team during periods of high demand, staff leave or vacancies.
- Step in to assist with frontline administrative tasks when required to maintain continuity of service delivery.

### **PERSONAL QUALITIES AND ATTRIBUTES**

- Approachable, professional and supportive manner.
- High standard of ethics and integrity.
- Strong emotional intelligence and interpersonal skills.
- Demonstrated commitment to trauma-informed practice.
- Strong commitment to equity, lived-experience leadership & intersectional feminist practice.
- Ability to manage competing priorities with attention to detail.
- Commitment to continuous learning and reflective practice.
- Resilient, adaptable and collaborative.

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### SELECTION CRITERIA

The nominated position objective and duties contained in this position description must also be used to assist in the interpretation of these selection criteria.

#### Essential Criteria

1. Demonstrated capability in providing HR administration or generalist HR support, including recruitment coordination, onboarding, employee records management and workforce documentation for employees, volunteers and students, within a complex organisational environment.
2. Working knowledge of employment legislation, workplace health and safety requirements and industrial instruments (including the SCHADS Award), with the ability to apply these in day-to-day practice.
3. Strong interpersonal and communication skills, with the ability to engage respectfully and professionally with staff, supervisors and stakeholders, and provide clear, practical HR guidance.
4. Proven ability to manage sensitive information with discretion, sound judgement and integrity, maintaining appropriate professional boundaries.
5. Experience supporting recruitment and onboarding processes, with the ability to contribute to efficient, welcoming and compliant workforce transitions.
6. Demonstrated experience supporting WHS systems, including incident and hazard reporting, audits or training coordination, with a focus on both physical and psychological safety.
7. High level of digital literacy, including confidence using Microsoft Office and HR or workforce systems to manage records, reporting and compliance requirements.
8. Demonstrated commitment to trauma-informed and intersectional feminist practice, including supporting workers with lived experience and workers from marginalised communities, and contributing to psychologically safe workplaces through collaborative identification of reasonable adjustments and workplace supports.

#### Desirable Criteria

1. Experience working in a not-for-profit community-based organisation.
2. Experience in multidisciplinary or partnership-based service settings.
3. Experience supporting worker wellbeing in high-risk environments.
4. Experience supporting volunteers, lived-experience roles or governance participants (such as Boards or advisory groups) within a trauma-informed or community services context.
5. Lived experience as a victim-survivor and/or experience of marginalisation, with the capacity to apply this insight respectfully and professionally within a trauma-informed workplace.

### OTHER POSITION REQUIREMENTS

- Must hold Australian citizenship be a permanent resident of Australia or possess a relevant temporary visa with permission to work rights.
- A current Registration to Work with Vulnerable People Card.
- A satisfactory National Police Certificate.

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- Current driver's licence.
- Regular intrastate travel will be required to fulfill the duties of this role.

This job description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks as requested by your supervisor and as necessitated by the development of this role and the development of the business.

### **LAUREL HOUSE'S COMMITMENT TO DIVERSITY**

Laurel House values the expertise, lived experience and cultural wisdom of Aboriginal and Torres Strait Islander, LGBTIQA+, migrant, culturally and linguistically diverse, and people with disability. Applicants from these groups are strongly encouraged to apply, as are people with parenting or caring responsibilities

### **STATEMENT OF COMMITMENT TO THE SAFETY OF CHILDREN AND YOUNG PEOPLE**

Laurel House is a Child and Youth Safe Organisation. We have a zero tolerance for child abuse and have systems to protect children and young people from abuse. We take all allegations and concerns very seriously and respond to them consistently in line with our policies and procedures. We actively work to listen to and empower children and to providing an inclusive and safe environment for all children and young people. In particular, we are committed to promoting cultural safety and to ensuring that the diverse needs of children and young people are met.

### **POSITION DESCRIPTION APPROVAL**

Kathryn Fordyce  
Chief Executive Officer  
Date: February 2026