GetUp!

HR, Operations and Governance Officer

GetUp is looking for a **HR, Governance and Operations Officer**. This is a permanent position based in Sydney ideally starting in December 2018.

This position offers unique insight into the inner workings of one of Australia's most powerful campaigning organisations. You will work closely with GetUp's Executive Team and Board, supporting strategic decision-making, high-level legal and governance work and risk management, as well as take the lead on the organisation's operational needs.

SCHADS Classification Level 4, 5 or 6 (salary range $61,348.04 - $83,840.12 per annum (pro-rata) + superannuation) determined by relevant experience and qualifications.

At GetUp, we know our capacity to drive progressive change is increased when our team has a diversity of backgrounds and experience. We are always actively looking for applicants from a diverse range of genders, cultures, language groups, abilities, and experiences to apply.

Who is GetUp

The GetUp movement is powered by the values and hopes of one million members, movement partners and a central team of expert strategists. Together, we do whatever it takes to make extraordinary impact.

We focus our campaigns on the areas our members care about most in the fields of Environmental Justice, Human Rights, Economic Fairness and Democratic Integrity. From making sure hundreds of thousands of people are able to vote in elections, to successfully stopping major projects threatening the Great Barrier Reef, or securing billions of dollars in new funding for mental health – we have a decade-long history of taking on powerful interests, and winning.

Who is the Performance Team

GetUp's Performance Team consists of Legal, HR and Finance, working hard to ensure that all our team have the correct resources, legal advice and budget to win big and deliver on the issues our members care about most. We support the Executive Team and the Board in organisational management and oversight. We support the staff team to ensure they are happy, healthy and savvy risk-takers. And we work to create a thriving, inclusive office culture in order to retain the best people.

The HR, Governance and Operations Officer will:
- Maintain, grow and develop the GetUp team by administering best practice recruitment and retention processes, bi-annual performance reviews and staff training and development;
- Set new staff up for success by overseeing induction programs and training modules;
- Support the administration of board meetings, including preparing meeting agendas and board papers, meeting logistics, minute-taking and communication with directors;
- Support the GetUp legal team on contracts, leases and other compliance matters;
- Provide support to the Executive team, including the National Director, on ad hoc projects;
- Monitor staff engagement and happiness at work by regularly surveying staff, and recommend and implement solutions when issues arise;
- Work with the Chief of Staff to implement policies and processes to improve GetUp's operations and human resources;
- Provide office support to our decentralised team across Sydney, Melbourne, Brisbane and Adelaide.

You will be someone who is:
- exceptionally organised with a keen eye for detail;
- calm under pressure and able to juggle multiple pressing tasks at once;
- capable of working autonomously on a range of varied projects, taking the initiative doing whatever it takes to get the job done;
- able to strike up an easy, approachable rapport with a vast range of people;
- passionate about strengthening a team of dedicated staff committed to creating change on progressive issues.

Bonus points for:
- Experience in Human Resources;
- Experience in Operations and Office Support;
- Experience in Governance and compliance.
- If even a couple of these criteria speak to you, you could be the perfect person for the job. Formal education, qualifications and extensive experience matter less to us than excellence, initiative and drive.

Please apply by 9am Monday 12th November

To apply click here to visit Work at GetUp