



AIATSIS

Join Australia's leading collecting, research and publishing institution on the cultures and histories of Indigenous Australians.

Over its 50-year history, AIATSIS has evolved into a national authority on Indigenous studies. It is a hub for collaborative, ethical collecting and research and develops Indigenous staff and researchers. AIATSIS Collections are one of the world's leading collections of printed, audio and visual materials on Aboriginal and Torres Strait Islander culture, history and societies.

HR Advisor - Identified

APS Level 5

Ongoing, full time

\$69,637 - \$74,327

Duties

The Human Resources team is part of the People Services Directorate within the Strategic Operations Group. The team provides support and advice about payroll, conditions of employment, Code of Conduct, Enterprise Agreement, industrial relations, learning and development, HR policy and procedures, recruitment, Indigenous employment, induction and workers' compensation.

The HR Advisor is a member of the People Services team. The HR Advisor plays a key role in the delivery of the day-to-day HR operational functions of the Institute, including payroll, recruitment, personnel administration and providing advice and support to staff and managers, with an emphasis on customer service and confidentiality.

This position reports to the HR Manager.

Closing Date: 11.59pm Friday 14 May 2021

How to apply:

Please consult the AIATSIS website www.aiatsis.gov.au for more information and download the Application Pack. Follow the instructions on the Application Pack and submit your application to recruitment@aiatsis.gov.au by the closing date.

Applicants will be required to demonstrate a high level of cultural proficiency in relation to Aboriginal and Torres Strait Islander cultures and the capacity to work with Aboriginal and Torres Strait Islander people as stakeholders, colleagues and peers.

This is an identified position

The Institute values a skilled and diverse workforce to meet the needs of the organisation in the promotion of knowledge and understanding of Australian Indigenous cultures, past and present. Aboriginal and Torres Strait Islander people are encouraged to apply.

[CLICK FOR FURTHER INFORMATION
AND TO VIEW THE APPLICATION PACK](#)