



## POSITION VACANT

*Rumbalara Aboriginal Cooperative – Corporate Services now have the following vacancy*

### People & Culture Officer

**Full time - 38 hours per week**

#### About the Role

We are seeking a highly motivated, experienced, organized and detailed individual to join our team. The People & Culture Officer is an integral position within the People & Culture, and a first contact point for all employees.

Reporting directly to the Human Resources Team Leader, this position is responsible for coordinating key people related activities across the organisation including; recruitment, general HR duties as well as supporting the People & Culture team to deliver an exceptional employee experience at Rumbalara.

#### About You

- You have Tertiary qualifications and/or Certificate IV in Human Resources
- You have at least 2 year doing People & Culture work such as recruitment, onboarding, cultural building activities, compliance and OH&S.
- You are a true HR generalist and jack-of-all trades. You're a quick learner and go where you need to go to get the job done and you love to be involved in all different kinds of work.
- You have a high attention to detail and are very organised.

#### What do you need to apply?

- Experience in working in an Aboriginal organisation and/ or knowledge and understanding of Aboriginal culture and history
- Evidence of your Covid-19 Vaccination Status
- Current Working with Children's Check and a National Police Check

#### Benefits

- above award salary will be negotiate (Depending on qualifications and/or experience)
- 10.5% Super with choice of fund
- Salary Packaging of \$15,900 available for Part or Full Time Employees
- Access to free and confidential *Employee Assistance Program*
- Professional development opportunities and support with CPD
- Potential for relocation allowance
- Christmas bonus day and NAIDOC day
- Laptop and mobile phone

**This position is available for an immediate start for the right person.**

**For further information or to apply**, please email: [kerry.morgan@raclimited.com.au](mailto:kerry.morgan@raclimited.com.au) or visit [rumbalara.org.au/careers/](http://rumbalara.org.au/careers/)

**Your application must include:** Your current resume, and a cover letter outlining the key selection criteria

**Applications Close: Wednesday 17<sup>th</sup> August 2022**

**Aboriginal & Torres Strait Islander community are strongly encouraged to apply.**

***Rumbalara Aboriginal Co-operative is an Equal Opportunity Employer who provides an inclusive work environment and embraces the diverse talent of its people.***