

AFTRS

HR Officer (Ongoing Full-Time)

AFTRS is Australia's Screen and Broadcast School, established to fuel and empower Australian creativity and storytelling. AFTRS is consistently rated as one of the top film schools in the world.

We are looking for a personable, ethical, approachable and passionate person to join the People & Culture Team as HR Officer. You will be responsible for supporting the day-to-day activities of the Human Resources team, taking the lead on planning and supporting hiring managers through the recruitment process from advertising through to contracting. You will be part of a small team, providing administrative support to the Director, People & Culture and the HR Manager, by taking responsibility for monthly HR reporting, preparing letters and memos, updating position descriptions and org charts, and reviewing and streamlining HR policies. This is a great role for someone starting out in HR or wishing to take their career to the next level.

About the role:

As HR Officer at AFTRS, you will:

- Take the lead on planning and supporting hiring managers through the recruitment process from advertising through to contracting.
- Work closely with the HR Manager to ensure a seamless onboarding process for all new staff.
- Provide first level guidance and support to employees in various HR matters such as contracts; leave; remuneration etc. and resolve low level issues and problems.
- Case manage low to mid-level HR and Rehab/Return to Work issues, with support from the HR Manager.
- Manage the online staff onboarding and exit surveys, and recruitment site Company review pages, providing quarterly reports to the Director, People & Culture.
- Collate and produce the monthly HR Dashboard.
- Coordinate processes in the HRIS system including sending probation reports, preparing the sick leave review report and resulting memos, and preparing contracts ending letters.

About you:

You have the following attributes:

- At least 1-2 years in a HR / recruitment role OR relevant HR qualifications.

- Basic knowledge of key legislation, including Fair Work Act, Equal Employment Opportunity, Anti-discrimination and Work Health and Safety, with desire to learn more
- High level organisational and time management skills with the ability to effectively manage competing priorities while keeping all stakeholders informed
- Personable, ethical, approachable and passionate about supporting people
- Strong attention to detail with good problem solving skills.

This position is open to all Australian Citizens or Permanent Residents.

As a creative organisation, we understand the importance of offering flexible working to support your own creativity, wellbeing and balance. We will genuinely consider applications for job share and part time working. We also support working from home and flexible working hours.

AFTRS is committed to building a richly diverse staff and faculty. AFTRS actively supports and appreciates workplace diversity and we strongly encourage and welcome applicants from Aboriginal and Torres Strait Islander people, people from a wide range of backgrounds and people with a disability.

Please note, the successful applicant will be required to undertake a Working with Children check.

Salary: AFTRS Level 5 \$68,489 - \$72,537 (dependent on experience) plus up to 15.4% superannuation, plus excellent benefits.

Closing date: 15 March 2021

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PORTAL LINK**