



HealingFoundation
Strong Spirit • Strong Culture • Strong People

Who are we?

The Healing Foundation is a national Aboriginal and Torres Strait Islander organisation that partners with communities to address the ongoing trauma caused by actions like colonisation and the forced removal of children from their families. Our work helps people to create a different future.

We work with communities to create a place of safety, providing an environment for Stolen Generations survivors and their families to speak for themselves, tell their own stories and be in charge of their own healing.

We are governed by an Aboriginal and Torres Strait Islander Board with strong connections to the community and a dynamic mix of experience.

Senior Officer Governance & Administration

Position: Full time contract 12 months
Location: This position can be based at any of our office locations

APPLY
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About the role

Reporting to the Deputy Director Corporate Services, the Senior Officer Governance & Secretariat will be responsible for the following duties:

- manage and mentor the Secretariat officer and Admin officers
- attend and facilitate support for various working and advisory groups across the organisation
- provide Secretariat support for the Board and Committee meetings
- manage the administration of all legislative reporting via the ACNC and ASIC
- coordination of Risk Management at the Board and Committees
- coordination and preparation of the Leadership Caucus meetings and monthly Chair and CEO meetings
- development of Governance and Admin manuals/ frameworks and Board Policies
- assist with coordination, preparation and presentation of accurate Board and Committee papers (internal and external) in a timely manner and in line with KPI's
- champion best practice across the Board and organisation
- other related duties as required

- development of an HR strategy, framework, manuals, work instructions, policies, procedures and best practice guides
- oversight of leave, payroll, superannuation, LSL and PBI entitlements
- policy and procedure development

About you

- you will have/ or be willing to gain an understanding of Aboriginal and Torres Strait Islander issues and the impact that colonisation and Stolen Generations policies has had on families and communities
- you will have the ability to empower and advocate for Stolen Generations families and communities and a desire to contribute to real change
- you will be resilient, with great team working and relationship building skills, and the ability to communicate with respect, empathy and understanding

Information for all positions

What we can offer you

- professional support, training and development to improve career opportunities after successfully completing probation
- salary packaging benefits
- access to employee support and wellbeing programs
- flexible working arrangements and locations.

Before applying

Applications must include a current resume and a cover letter (maximum 2 pages) addressing the core and job specific competencies. To obtain a copy of the detailed position description & job specific competencies please paste the below link into the web browser: <https://healingfoundation.org.au/work-with-us/>.

The Healing Foundation is an equal-opportunity employer and we encourage and prioritise applications from Aboriginal and Torres Strait Islander peoples. We are committed to ensuring all individuals are treated with dignity, regardless of cultural backgrounds, ethnicity, sexual orientation, gender identity or spiritual beliefs. and young people. Applicants are required to undertake a National Police Record Check and Working with Children Check before commencing employment and may be asked to undertake any relevant checks periodically during their employment.

If you have any questions about the role, please email hr@healingfoundation.org.au

Applications for all three positions close on 23 February 2021.

Senior Officer IT

Position: Full time contract up to 30 June 2023
Location: This position can be based at any of our office locations

APPLY
VIA
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About the role

Reporting to the Deputy Director Corporate Services the Senior Officer IT provide:

- ICT Asset administration and management
- infrastructure and application support and maintenance
- documentation of procedures, processes, helpdesk and system configurations.
- serve as main contact for IT and Network issues for all employees
- support the IT needs and level 1/2 helpdesk requests of all staff

Senior Officer People & Culture

Position: Full time contract 12 months with a potential for extension
Location: This position can be based at any of our office locations

APPLY
VIA
SEEK

About the role

Reporting to the Deputy Director Corporate Services, the Senior Officer People & Culture will be responsible for the following duties:

- management and mentoring of the HR & Payroll officer.
- management of the Recruitment, selection, induction and onboarding processes
- development and roll out of a cadetship and trainee program;
- development and roll out of a Reward and Recognition program;
- development and roll out of an intern and volunteer recruitment program;

**CLICK TO GO TO OUR
WEBSITE TO
DOWNLOAD THE
POSITION
DESCRIPTIONS**