

HR Assistant (Identified)

- Excellent opportunity to work in a role that facilitates better outcomes for Aboriginal people, families and their communities.
- Temporary full-time opportunity (up to 18 months), primarily based in Parramatta with location negotiable across NSW
- Salary relative to experience, and ranges from \$66,298 to \$72,077 + super

The [Aboriginal Housing Office](#) (AHO) has exciting opportunity for a Clerk Grade 1/2 HR Assistant.

About You

You will provide a range of administrative services within the Strategic Support team. You have strong interpersonal and relationship building skills and have demonstrated ability to priorities whilst maintaining a high level of attention to detail. You are keen to learn new things and have a customer centric approach. If this sounds interesting, please check out the details about this role.

HR Assistant

The HR Assistant position is in Strategic Support team of the AHO and reports to the Senior People Partner.

Key accountabilities:

The role is accountable for agreed HR duties tailored to the level of the role including but not limited to:

- Coordinate recruitment processes with the DPIE recruitment team
- Assist hiring managers with recruitment associated logistics as required including booking meeting rooms and on site/online candidate management
- Assist with monthly recruitment report and other report preparation.
- Co-ordinate training sessions and assist with the learning and development program logistics
- Accurately maintain HR records on the record management system.
- Assist with HR related inquiries or requests

Essential requirements

- Applicants must be of Aboriginal descent through identification as being Aboriginal and accepted in the community as such. Aboriginality is a genuine occupational qualification and is authorised under Section 14(d) of the *Anti-Discrimination Act 1997*.
- Demonstrated understanding of Aboriginal cultural beliefs and attitudes and of the socio-economic position of Aboriginal people within Australian society, and of their impacts in relation to housing.

Aboriginal candidates requiring support with the application process please contact Elizabeth (Liz) Dunstone from Yarn'n via email liz@yarnn.com.au

If you have any questions about the AHO and how the organisation keeps Aboriginal culture at the centre of everything it does, please contact Aboriginal staff member Mick Higgins on 0455 888 315 or via email michael.higgins@aho.nsw.gov.au

A recruitment pool may be created for ongoing and temporary opportunities of the same role or role type that may become available over the next 18 months.

Closing date: Tuesday 7 December 2021, 11.55pm

If you have questions about the role please contact Deb Roy Chowdhury on 0424 515 221 or email via deboshree.roychowdhury@aho.nsw.gov.au

To apply, visit iworkfor.nsw.gov.au and quote job reference number: [518225](#)

