

**CAXTON LEGAL CENTRE INC
POSITION DESCRIPTION**

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| Designation: | HR & Policy Officer |
| Location: | 28 Heal Street, New Farm |
| Salary: | \$32,230 to \$36,980 dependant on skills and experience |
| Hours: | 42 hours per fortnight (3 days per week) |
| Duration: | Temporary part-time until 30 June 2010 |
| Accountability: | <ol style="list-style-type: none">1. Responsible to the Coordinator on a day to day basis;2. Reports to the Management Committee by way of monthly written report; |

CLOSING DATE FOR APPLICATIONS: 5pm Monday 20th July 2009

Caxton Legal Centre opens the doors of justice by unlocking the law.

Caxton Legal Centre aims to:

- Build a just and inclusive society in which diversity, civic responsibility and human rights are valued and promoted;
- Advocate for the development of the law;
- Assist and empower people who would otherwise be denied access to justice; and
- Educate the community about legal issues.

Purpose of Position:

The purpose of the Human Resource & Policy Officer will be to provide support to the Coordinator in performing the various human resource functions of the organisation, and to provide advice to management on human resource management issues.

Duties:

1. To coordinate the organisation's recruitment and selection processes, including preparation of employment contracts and monitoring of probationary periods.
2. To review, implement and coordinate the induction program for all employees.
3. To assist the Director and Coordinator in the implementation and coordination of staff performance reviews, and develop professional development plans with staff as required;
4. To maintain all position descriptions of employed staff, and ensure they are reviewed on a regular basis or as required;
5. To develop and maintain a recording system for all HR records, including professional development and training activities.

6. Assist the Coordinator in the development, review and implementation of the Centre's policies and Service Standards in line with funding body and Management Committee requirements.
7. Convene and resource the Policy Sub-committee, including preparation of minutes and other documentation.
8. Research, develop and implement an employment agreement for Caxton Legal Centre Inc.
9. Manage conflict resolution and performance management issues in a manner compliant with legal obligations, organisation policies and values.
10. Coordinate staff team building activities in partnership with the staff team in order to enhance relationships and organisational culture.
11. To undertake all other duties pertinent to the position as directed by the Coordinator or as required by the Management Committee.

Selection Criteria

Applicants MUST address each essential selection criteria separately

1. A minimum of 3 years experience in a similar role.
2. Sound knowledge of relevant legislation, awards, policies etc applicable to contemporary human resource practice.
3. Excellent interpersonal skills including demonstrated experience in negotiation and conflict resolution with staff at all levels.
4. Demonstrated time management and problem solving skills, including the ability to organise diverse workloads to meet agreed outputs, standards and deadlines.
5. Intermediate to advanced computer literacy skills, in particular Microsoft Office software.
6. Demonstrated high level skills in written and oral communications including the ability to work and contribute within a team environment.
7. Willingness to work effectively in close partnership with other staff the planning, development and delivery of a holistic service.
8. A Queensland Drivers Licence and willingness to use it for work purposes.