

POSITION VACANT – HR Officer

ORGANISATIONAL PROFILE	
OUR VISION	Zero preventable deaths in Queensland public waters.
OUR VALUES	<p>Leadership As the peak authority on coastal safety, we are committed to leading by example, developing industry-best practice and setting high benchmarks for ourselves and each other.</p> <p>Community: We aim to strengthen communities through excellence in service, advocacy and inclusiveness, underpinned by a firm commitment to continuous improvement across all levels.</p> <p>Safety: We aim to prioritise safety at all levels while, at the same time, taking responsibility for the health and well-being of our colleagues, volunteer members and the communities we serve.</p> <p>Trust: We recognise that trust and accountability are the cornerstones of our organisation, and seek to build workplace integrity through high professional standards, open and honest communication, and always delivering on our commitments.</p> <p>Respect: We will treat each other with respect, value each other's contributions, and celebrate our colleagues and members who strive for excellence.</p> <p>Teamwork: We will work collaboratively to combine our strengths and knowledge in the best interests of the organisation and its members.</p>
COMPANY PROFILE	<p>Surf Life Saving Queensland (SLSQ) is built on one principle; to save lives.</p> <p>SLSQ the state's leading authority on aquatic safety and surf rescue, and one of the largest volunteer-based community service organisation's in Australia. Since it's inception in 1909, SLSQ's surf lifesavers and lifeguards have directly saved the lives of more than 135,00 people through in-water rescues and educated in excess of 10 million people about surf and aquatic safety through targeted and grassroots community awareness programs.</p> <p>Last season alone, our 30,500+ surf lifesavers, lifeguards and educators;</p> <ul style="list-style-type: none"> • Performed 3,600 rescues • Saved 810,855 lives through proactive preventative actions • Completed 352,807 volunteer patrol hours • Performed 20,895 First Aid Treatments • Trained 15,747 on how to save a life (First Aid & CPR courses) • Reached 720,783 people through Community Awareness Programs <p>As a non-for-profit organisation, SLSQ relies heavily on fundraising, community support and donations to continue our vital work both on and off Queensland's beaches. It is the generous support of Queenslanders that literally keeps us afloat to continue to save lives in Queensland public waters.</p>

Status: Permanent Full Time
Location: South Brisbane, Queensland

HR Officer

You notice that something is not right with how a process is being followed however; you are not the manager or have authority over the situation. Do you;

- A. Identify what the issue is and develop a proposal to fix the situation going forward,
- B. Identify it as a problem and escalate it to an appropriate person
- C. Acknowledge the issue however know you are OK as you do it the right way
- D. Walk on as it isn't your problem to deal with anyway

If you answered **A** or **B** then we would love to hear from you! All others need not apply as we are looking for a unique and passionate individual to join our team striving to achieve 'Zero preventable deaths in Queensland public waters'.

Your Opportunity

Surf Life Saving Queensland (SLSQ) has a fantastic opportunity for a highly motivated HR professional to join our South Brisbane team. Reporting directly to the Senior HR Manager, this role works directly with senior and line managers across a broad range of HR generalist, administrative and strategic project related activities.

With an ambitious 5 year business plan, SLSQ is looking for a true individual who has the professional capacity to manage ambiguity, advocate and influence best practice, and grow their role as the organisation evolves. In addition to generalist BAU activities, the HR Officer role will have fantastic exposure to a variety of projects relating to; Organisational Development, Organisational Planning, Induction and the implementation of a new HRIS (just to name a few!). This is an ideal opportunity for an experienced HR Administrator, Assistant or Coordinator wanting to take a challenging next step in their career.

All that plus meaningful experiences where you know you are making a positive impact in the Queensland community everyday.

You will contribute to saving lives through;

- HR Service delivery support to HR Manager, Senior Management Group and Management Group.
- Developing, maintaining and communicating SLSQ policies, procedures and systems.
- Partnering with hiring managers to champion the talent acquisition process.
- Oversee onboarding practices to ensure new employees are integrated quickly and processes are seamless.
- Efficiently and effectively administrate all documentation in relation to the employment life cycle.
- Support the Senior HR Manager with ER matters as required.
- Manage frontline HR queries from all SLSQ staff.
- Prepare and maintain meaningful HR reports.
- Maintain and develop meaningful role descriptions.
- Coordinate staff recognition activities.
- Maintain electronic employee files.

Our Expectations

If we could compose the “Perfect You”, you approach situations with a positive outlook & disposition, are professional & willing to follow protocol, and have never uttered the words “that’s not my job”. We are looking for a high performance individual that understands how their role contributes to the greater success of the organisation and is always willing to go the extra mile without being asked.

What skills, experience and qualifications do you need?

- Well developed knowledge of, and 2-3 years experience in the application of contemporary HR processes (such as end-to-end recruitment, contract administration, employee induction, etc.).
- Demonstrated ability to provide a client focused service without compromising the legal framework and professional standards of the organisation.
- Demonstrated ability to interact proactively with management and staff at all levels of the organisation in the effective resolution of HR matters.
- Excellent attention to detail and a high standard of presentation of work.
- Sound analytical and problem solving skills.
- Excellent time management and organisational skills.
- Experience using a HRIS (e.g. Rockfast) – Highly Regarded

Benefits

- Ability to grow your role within the scope of the strategic direction of the organisation
- Knowing that your efforts support an essential public safety service
- Passionate and focused team environment working to a common goal
- Truly flexible and supportive work environment – we walk the talk
- As a registered not for profit organisation, in addition to your remuneration, you will enjoy generous salary packaging benefits
- Nationally accredited First Aid and CPR training

How to Apply

If you think this sounds like you and are motivated to make a positive contribution to saving lives in Queensland public waters then we would love to hear from you. Please submit the below documents to the Recruitment team via hr@lifesaving.com.au prior to 5pm on **20 February 2018**. We receive hundreds of applications, please make sure you carefully read the application requirements below;

- A **creative** and **personal** introduction telling us **what makes you the ideal candidate for this role** by covering;
 1. Your action in response to the scenario at the beginning of this ad
 2. How you meet the selection criteria
 3. What motivates you to succeed
 4. Your proudest “Stand Out” career achievement to date (Sharing the Situation, Task, Action and Result)
 5. Your salary expectations
- Resume

“Please remember to always swim between the Red & Yellow Flags”