



HUMAN RESOURCES OFFICER

Gladstone Gymnastics Club is not-for-profit sporting club, governed by a constitution and managed by a volunteer committee. The club has approximately 700 members, with 28 staff making it one of the largest sporting organizations by membership in the city of Gladstone.

Our employees are essential to our entire business model, providing outstanding customer service and quality work. In joining our team you will contribute to the organisation's values and be community minded.

POSITION RESPONSIBILITIES:

We are seeking an experienced HR professional. This important role is responsible for the delivery of Human Relations expertise, operational and HR advice and services.

You will be able to support the Gladstone Gymnastics business performance improvement initiatives, including those that lead to increased employee engagement and capability and the achievement of our target culture and business strategy.

Working closely with the president of the committee, you will implement effective people management practices, providing positive and proactive advice regarding the resolution of workplace and employee matters.

SKILLS AND EXPERIENCE:

- A sound understanding of industrial relations legislative frameworks Fair Work Act, NES and Modern Awards;
- Ability to provide strategic human resources advice;
- Oversee and manage a performance appraisal system that drives high performance;
- Demonstrated experience in providing HR administrative advisory support;
- Ability to administer a broad range of tasks including resolving complaints and counselling managers and employees on the interpretation of policies and procedures;
- High level communication and interpersonal skills; and
- Hands on experience with recruitment and on boarding new employees.
- An ability to interpret and navigate the immigration process for our overseas employees would be advantageous

OTHER REQUIREMENTS:

- Tertiary qualification in human resources, industrial relations or a related discipline, or significant practical experience to an equivalent level
- Minimum of three (3) years' experience in a generalist human resource role

HOURS OF WORK

This is part-time position, it is envisaged this position would be for approx. 20 hours per week.