

HUMAN RESOURCES MANAGER

QIFVLS Head Office, Cairns



Queensland
Indigenous
Family Violence
Legal Service

About Us

QIFVLS is a state-wide Community Legal Practice with offices across 5 regions in Queensland. We are a not-for-profit organisation that provides free legal services, including court and tribunal representation, welfare support, advocacy and community education to Aboriginal and Torres Strait Islander victims of family violence and/or sexual assault.

About the role

We are looking for a passionate, personable Human Resources Manager for our Head Office located in Cairns.

Working as part of the Executive Team, the HR Manager is responsible for delivering quality, practical and compliant human resources advice under the direction of the CEO and on a wide range of human resources and change management issues. The position will also be responsible for designing, developing and implementing human resources systems, initiatives, programs and processes.

Benefits and perks

- 5 weeks paid annual leave
- Employee Assistance Program
- Optional salary sacrifice scheme to increase your take home pay
- 4pm finish on Friday's

Skills and experience

- Relevant tertiary qualifications or equivalent knowledge, experience and training.
- Strong organisational management skills including the ability to effectively manage competing priorities.
- Excellent communication and interpersonal skills, including the ability to demonstrate tact and discretion.
- Experience in handling sensitive and confidential matters.
- Demonstrated ability to work independently with minimal supervision.
- Strong attention to detail and high levels of accuracy.
- Holder of a current Queensland driver's license.
- Holder of a Working with Children Blue Card or the ability to obtain one.
- Willingness to undertake a National Police Clearance check.

A cultural appreciation/understanding of Aboriginal and Torres Strait Islander people and the issues impacting upon them is essential or having worked previously with Aboriginal and Torres Strait Islander clients would be advantageous.

QIFVLS sees itself as part of Queensland's strong Aboriginal and Torres Strait Islander community and has a commitment to making change.

QIFVLS supports Aboriginal and Torres Strait Islander employment and encourages applications from qualified Aboriginal and Torres Strait Islander people.

QIFVLS acknowledges with appreciation that this position is funded by the Australian Government through the National Indigenous Australians Agency.

For further information, a position description, or to apply to join our dynamic team, send your cover letter and resume to hr@qifvls.com.au, please use the words "HRM" in the subject line.