

HR & Admin Officer



Employment Type:

Full Time / 1FTE / 75 Hours per fortnight

Contract Term:

Contract-2 years from date of commencement initially

Remuneration:

Administrative 4.1 – \$75,600 FTE

Supervisors Position / Reports to:

Admin Team Leader

Employee Benefits:

Above Award Wages, Attractive Not-for-Profit Salary Sacrifice Benefits, Ambulance Membership cover, Employee Assistance Program, Health & Wellbeing Incentives

About Us

Nunyara is an RACGP-accredited health service committed to providing culturally appropriate care, health promotion, and education for the Aboriginal community. We're more than just a health service; we're a community, and we're seeking someone who is motivated and shares our passion for making a positive impact.

About the Role

As our **HR & Admin Officer**, you'll be at the heart of our organisation, playing a key role in recruiting, supporting, and developing our fantastic team. You'll help shape policies, manage day-to-day administrative tasks, and ensure Nunyara remains a great place to work for everyone.

What You'll Do:

- Provide direction, support and advice to management and staff in all areas of HR and employment matters
- Maintain and improve systems to manage HR functions, including having a good understanding of Employment Hero or similar system
- Coordinate employee recruitment process, including advertising, interview process and assisting with development of J & Ps and contracts
- Provide induction of new staff and visiting contractors
- Maintain HR Files – manual files and online registers/ databases and spreadsheets
- Monitor staff training records and book new training as needed, ensure staff complete required training
- Facilitate Performance Development Review (PDR) process through Employment Hero, ensure staff complete PDR reviews as required
- Provide comprehensive HR & administrative support to staff
- Develop, review and maintain HR policies and procedures
- Work within a team environment
- Make recommendations to improve processes and participate in Quality Improvement activities

What We're Looking For someone who is not only skilled in HR but also deeply committed to supporting the personal and professional growth of our staff. If you're a natural problem solver, approachable, motivated and highly efficient, we'd love to meet you!

Respecting culture;
Acknowledging diversity

Applicant Requirements

Essential Checks

- ☐ Working with Children Clearance (WWCC)
- ☐ NDIS Worker Clearance
- ☐ Aged Care Worker Check
- ☐ National Police Clearance Check

Other Essential Requirements

- ☐ Australian Driver's License
- ☐ Provide an Immunisation History Statement

Desirable

- ☐ Safe Environments for Children and Young People Certificate
- ☐ First Aid Certificate

Instructions for submitting your application

- ☐ Provide a covering letter introducing yourself to us
- ☐ Address your skills and experience against the **selection criteria** in the Job and Person Specification
- ☐ Provide an up-to-date resume with at least two referees
- ☐ Attach proof of essential checks & requirements (Desirable documentation may also be attached)

Email all of the above to admin@nunyara.org.au or alternatively, drop a printed copy to Nunyara Administration building at 17-27 Tully Street, Whyalla Stuart SA 5608.

For more information on this position, please email
admin@nunyara.org.au

Applications close 5pm Friday 5th September 2025

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