Trust for Nature
Position Description

Position	People & Safety Officer
Department	Strategic Operations
Location	Melbourne
Employment status	Full-time (part-time considered), Ongoing
Remuneration	2.2 + superannuation
Reporting line	People & Safety Manager
Direct Reports	None

About us

Trust for Nature is a not-for-profit organisation that works to protect native plants and wildlife in cooperation with private landowners.

Created in 1972 under the *Victorian Conservation Trust Act 1972 (Vic)*, Trust for Nature has a proud history of working across the government, not-for profit and private sectors to achieve permanent protection of important conservation land across Victoria. We have a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

Our Vision

A future in which Victoria's nature is valued, protected and thriving

Our Purpose

We work with Victorians to protect nature on private land forever.

About the role

The People and Safety Officer is a highly organised and proactive role that underpins the effective operation of the People and Safety function.

Through effective administration and coordination, the role plays a key part in supporting a positive employee experience, a safe workplace, while ensuring compliance requirements are met. This role is ideal for someone who excels in organisation, attention to detail and follow-through.

Key Responsibilities

The primary responsibilities of the role include:

- Support teams to understand and apply People and Safety policies and processes, providing guidance and follow-up where needed.
- Act as a first point of contact for People and Safety queries while maintaining confidentiality of sensitive information.
- Promote a culture of wellbeing and employee safety, and facilitate the identification and reporting of hazards, incidents, and near misses.
- Support internal communications on people, safety, diversity, inclusion and wellbeing.
- Provide HR administration across the employment lifecycle including; onboarding to offboarding, employment documentation, record keeping and system updates.
- Administer and communicate HR inputs into payroll processes in partnership with Finance.
- Support recruitment and onboarding processes end-to-end including; advertising, interview coordination and offer and induction.
- Coordinate learning and development activities including; logistics, tracking and evaluation.
- Support reporting and recording across the People and Safety function including; internal committee reporting and Public Sector compliance reporting.
- Maintain all People and Safety records, registers and compliance data.
- Coordinate purchasing and financial processes for People and Safety.
- Support process improvement to make things easier for managers and employees.

Key Relationships

- People and Safety Manager
- Finance/ payroll team
- Strategic Operations Team
- Managers and Employees across the organisation
- External providers (training, recruitment, OHS support)
- Other key stakeholders

Knowledge, Skills and Experience

- A relevant Tertiary qualification or demonstrated experience in a HR/ OHS administration or operations role.
- Practical understanding of HR and OHS legislation and regulations.
- Exceptional organisational, planning and time-management skills.
- Ability to interpret and explain concepts and policies and give guidance to managers and employees.
- Strong attention to detail with the ability to manage multiple cycles and deadlines.
- Clear, professional written and verbal communication skills.
- Proactive, solutions-focused and comfortable working with ambiguity.

Key Selection Criteria

1. Relevant qualification and/or experience in similar role.
2. Excellent organisational and time management- skills with strong attention to detail.
3. Sound professional judgement and decision making within established People & Safety policies and processes.
4. Strong communication and interpersonal skills.

Trust for Nature Values

Our values underpin everything we do. How we deliver our work is as important as the outcomes we achieve for the Victorian Community. Our values are the foundation of our culture and guide how we work together, with our stakeholders, partners and the community.

The Trust's values are;

- **Nature** - we really really love nature!
- **Forever** – we think long term
- **Together** – we work collaboratively and with care

Specific requirements for this position

- A National Police Check is required to be conducted as part of the selection process.
- The position requires travel throughout Victoria, therefore a current Driver's Licence is required.

Health and Safety requirements

Trust for Nature is committed to protecting the safety and wellbeing of its people and ensuring safety is integral to how do our work. In realising this commitment Trust for Nature complies with all relevant health and safety laws including the *Occupational Health and Safety (OH&S) Act* 2004 (with its associated regulations and codes).

Join a Workplace Based on Fair Employment

The Trust offers fair employment and career opportunities where possible. We aim to attract a diverse pool of applicants and focus on the genuine and essential requirements of the job and being consistent and fair in our treatment of applicants.

Equal Opportunity Employer

The Trust is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is a policy of the Trust to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please use the contact listed in the role advertisement.

Balancing your Life

We understand that life balance is an important part of our employees' lives. Wherever possible the Trust offers a range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, hobbies and life/career aspirations. We provide various options such as flexible start and finish times, working part time, job sharing, working from home, and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

Privacy Notification

Trust for Nature affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014* (Vic).

Other relevant information

- The terms and conditions of employment are similar to those applying in the Victorian Public Service and will be governed by the enterprise agreement applying to Trust staff;
- The position is located at the Melbourne CBD Office

The position description may need to be amended occasionally due to variations in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.