



**VICTORIAN ABORIGINAL
HEALTH SERVICE**
Caring for the Community

Human Resources Advisor

For this position, preference may be given to persons of **Aboriginal and / or Torres Strait Islander descent** (as permitted under The Victorian Equal Opportunity Act 2010 s12: “A person may take a special measure for the purpose of promoting or realizing substantive equality for members of a group with a particular attribute”)

- A supportive workplace that will help you to develop your skills and enter the workforce
- Not for profit Salary Packaging available

About the Organisation

The Victorian Aboriginal Health Service (VAHS) was established in 1973 to address the specific medical needs of Victorian Aboriginal communities. 2023 marked a landmark year as VAHS proudly celebrated its 50-year of providing a comprehensive range of medical, dental, allied health and social services for our community.

As well as providing a variety of medical services, VAHS is committed to supporting the wellbeing of the community through contributions to community events and activities. VAHS is also committed to assisting research into the ongoing needs of the community.

VAHS is a child safe organisation, committed to child safety and wellbeing, and recruits staff in accordance with the Child Safe Standards Victoria.

About the Opportunity

The HR Advisor is primarily responsible for being the first point of contact for managers, team leaders and staff in the organisational units assigned to them. This includes aligning human resources advice and support with the service delivery and operational plans of their organisational units. This is supported by leading the implementation of HR policies, practices and systems across their units to enable staff engagement and development and human resources and occupational health and safety governance and compliance.

Key responsibilities

- **Recruitment & Selection:** coordination of the recruitment & selection process. This includes reviewing PDs, advertising (via HRSO), shortlisting, interview questions, interview panel selection and interviews, reference checking and recruitment recommendation documentation.
- **On-boarding & Induction:** coordination of the on-boarding with administration duties including internal emails, set up of online modules, IT requirements, MMEX set up and conducting the HR/OHS induction.
- **Staff Engagement & Development:** provide advice and support to optimise the Work & Development Plans – Check-Ins process.
- **Training & Development:** Lead the implementation of training and development initiatives (including mandatory training). This includes identifying training and individual development needs.

- **Staff Performance, Conduct or Grievances:** provide advice and support in managing/resolving staff poor performance, misconduct or grievances in line with the Code of Conduct and Values of VAHS.
- **Staff Health, Safety & Wellbeing:** promote a work environment that supports the health, safety and wellbeing of staff.
- **Termination of Employment:** coordinate the ending of the employment relationship in a respectful and compliant manner (voluntary and involuntary). This includes conducting exit interviews, where agreed.
- **Placements & Work Experience:** coordinate the placements and work experience process. This includes ensuring there are Placement Agreements, Work Experience Agreements, Supervision, inductions, mandatory training and record-keeping
- **Projects/Assignments:** Perform whole-of-organisation projects or assignments, as required.

Prerequisites

- A tertiary qualification in human resource management or commerce/business.
- The capability and engagement to understand the philosophy and principles of Aboriginal Community Control and transforming it into practice.
- Demonstrated capability to achieve the key responsibilities.
- Demonstrated commitment to Health, Safety and Wellbeing of self and others and Child Safety.

How to Apply

Please send your application, which must include a cover letter, resume and responses to the selection criteria, via employment@vahs.org.au before Sunday 9pm, 14 December 2025.