



Learning for Life
AUTISM CENTRE INC

www.learningforlife.com.au

POSITION DESCRIPTION

Position Title:	Human Resources (HR) MANAGER
Employment Type:	Permanent 1.0 FTE
Reports to:	CEO
Direct Reports:	None
Organisational relationships	Work closely with Clinical Director, senior clinical team members, clinical consultants, therapy assistants and corporate support team members.

Organisational Context

The Learning for Life Autism Centre (L4Life) was established as a not-for-profit organisation in 2004 to address the critical need for equitable access to best practice early intervention programs rooted in the principles of Applied Behaviour Analysis (ABA) for children with Autism in Victoria, Australia. Over the years, our range of programs has expanded to cater to autistic and neurodivergent children across the age spectrum, offering support from preschool to young individuals up to 18 years old. We also provide training for families, carers, and educators to assist in fostering the development and growth of these young individuals throughout their learning journey.

At Learning for Life Autism Centre, our Vision is to cultivate a world where all autistic and neurodivergent individuals can flourish and lead their lives with autonomy and purpose. Our Purpose revolves around supporting autistic and other neurodivergent children in developing skills that foster independence and self-determination. Our Mission is focused on delivering exceptional services to children, irrespective of their financial or social circumstances, rooted in the core principles of Applied Behaviour Analysis (ABA). We are committed to conducting research that enhances our service delivery, advancing awareness and understanding of autism, neurodiversity, and best practices in ABA to create a more inclusive and supportive community for all.

Learning for Life is dedicated to fostering a culture of inclusivity and diversity, where individuals of all backgrounds, abilities, and identities are welcomed and valued. We promote a zero-tolerance approach towards discrimination and harassment based on neurodiversity, race, colour, age, religion, sex, national origin, gender identity or expression, sexual orientation, disability, veteran, military or marital status, genetic information, or any other protected status. We strive to create an environment where everyone feels respected, supported, and empowered to reach their full potential, fostering a sense of belonging and acceptance within our community.

In addition to our commitment to inclusivity, Learning for Life upholds the Child Safe standards, including the development and implementation of people practices that reduce the chance of child abuse within the organisation, for which we advocate zero tolerance. Health safety and wellbeing first, is an expectation of all, where staff implement local work instruction and processes aligned to organisation requirements and are accountable for their own safety and safety of others.

Primary Purpose of the Position:

The HR Manager plays a vital role in supporting all HR functions within Learning for Life, including recruitment, onboarding, induction, and maintaining the HR database. Reporting to the CEO, the HR Manager will provide administrative assistance and advice on human resource management matters. While not responsible for creating HR strategy or policies, the role involves informing strategic directions in collaboration with the CEO and other key stakeholders and ensuring compliance with established guidelines.

Key responsibilities & duties

- Provide comprehensive administrative support for all HR functions, ensuring efficient recruitment, onboarding, and induction processes for new employees.
- Maintain the HR database accurately and confidentially, ensuring compliance with data protection regulations.
- Support human resource management activities by addressing and resolving employee related inquiries and issues in a timely and professional manner.
- Collaborate with the CEO and key stakeholders to provide insights and recommendations on HR matters through consultative processes.
- Stay informed and up-to-date with relevant legislation, industrial relations, and award changes to ensure HR practices are compliant and in accordance with current laws and regulations.
- Coordinate and manage HR functions to meet compliance requirements associated with NDIS regulations, ensuring that all policies and practices align with relevant legislation and standards.
- Understand and manage staff requirements in accordance with the relevant industry awards, including levels, pay points, and entitlements, to ensure fair and consistent treatment of employees.
- Assist in coordinating training and development programs for employees to enhance their professional growth and skill development.
- Participate in HR-related projects and initiatives, contributing to the continuous improvement of HR processes and practices.
- Provide timely advice and support to the CEO on HR matters, including recommendations for potential improvements or adjustments as needed.
- Actively participate in and support the organisation's fundraising and organisational giving initiatives, including volunteering at events and promoting the organisation's values and mission.

Quality and safety

- Always uphold privacy and confidentiality standards to safeguard sensitive information.
- Adhere to quality, risk management, and occupational health and safety policies to maintain a safe and compliant work environment.
- Advocate and maintain a workplace culture free from bullying, harassment, and discrimination.
- Assist in identifying risks and ensuring preventive measures are taken to mitigate harm to clients and staff.
- Provide timely responses and support to staff during incidents and high-risk activities at the center.
- Report any outstanding risks to the CEO promptly and effectively.
- Demonstrate a firm commitment to upholding the Child Safe Standards, promoting and ensuring the safety and well-being of all individuals within the organisation.



Requirements

- Bachelor’s degree in human resources, business administration, or a related field or
- vocational work experience to same level.
- Previous experience in HR coordination or administration.
- Knowledge of HR practices, recruitment processes, and employee relations.
- Strong organisational and communication skills.
- Ability to work effectively in a team and with diverse stakeholders.
- Attention to detail and confidentiality in handling HR information.

Conditions

- Any staff member required to operate a vehicle as part of their duties must possess and be able to present a valid driver's license.
- New employees are subject to a 6-month probationary period upon commencement.
- Employment is contingent upon possessing a current and satisfactory Victorian Working with Children Check and NDIS Worker Screening Check Clearance.
- Upon appointment, completion of the NDIS Worker Orientation Module is required.
- Adherence to the NDIS Code of Conduct and any Code of Conduct specific to the professional body relevant to the role is mandatory.
- Participation in First Aid and other occupational training may be necessary as requested.
- Compliance with all company policies and procedures, as well as financial and human resources delegations, which are subject to periodic updates.
- Occasional out-of-hours work may be necessary.
- Submission of receipts for reimbursements is required.

Employee Signature

Employee

Dated

