



NSW Service for the Treatment
and Rehabilitation of Torture
and Trauma Survivors

STARTTS VACANCY

HUMAN RESOURCES BUSINESS PARTNER

Do you want to work in one of Australia's leading organisations providing treatment and rehabilitation to torture and trauma survivors; that's quality focused, diverse & committed to making a difference in the lives of vulnerable people in communities?

Come & join us!

THE ORGANISATION

"STARTTS is a not-for-profit Affiliated Health Organisation focused on providing a broad range of services to refugees in NSW. The focus of STARTTS approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths."

THE ROLE

The Human Resources (HR) Business Partner delivers HR services, essentially combining HR expertise, strategic planning, and collaboration with staff regarding HR and Recruitment functions. The HR Business Partner provides expert advice on recruitment process, awards and policies in leave matters, performance management, grievances, and other HR related matters. The HR Business Partner works in a small team and focus on ensuring efficient and effective processes. Collaboration with Team Leaders, Supervisors and Managers within STARTTS is a high priority and to make sure there are seamless interaction with internal and external partners to deliver high-quality HR services.

Beyond day-to-day operations, strategic oversight is provided, contributing to the development and implementation of HR strategies aligned with STARTTS goals. The HR Business Partner is to foster a positive work culture, ensuring cohesion for exceptional service delivery.

PERKS & BENEFITS

- Employment with attractive leave entitlements including 14 weeks paid parental leave, 4 weeks annual leave and paid Accrued Day Off (ADO) (full-time employees only) and other entitlements.
- Salary packaging options that reduce your taxable income and increase your take-home pay.
- Great education opportunities through our Training department.
- Access to our Employee Assistance Program (EAP) for staff and family members.
- Discounted gym memberships with a Fitness Passport.
- Flexible hybrid work

Position No: 1003-5

Closing date: Friday 15 November 2024

Enquiries: Corinna Weiss on (02) 9646 6700

Work Type: Full Time; 38 hours per week. Contract up to 30 June 2026 (Continuation subject to ongoing funding)

Location: Carramar



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Salary: Health Manager Level 1. A generous salary packaging scheme is also offered.

Vaccination Requirement: Category B

ESSENTIAL REQUIREMENTS

1. Relevant tertiary qualification in human resources management or business, or equivalent experience in the provision of generalist human resources services.
2. Demonstrated experience in providing generalist human resources support to managers, including recruitment and HR related policy interpretation.
3. Demonstrated ability to accurately identify significant HR matters and clearly communicate their business implications to the HR Manager in a timely manner.
4. Ability to provide practical advice on HR matters to stakeholders with well-developed oral, written & interpersonal communication skills.
5. Well-developed analytical and problem-solving skills that enable reporting on HR issues, producing reports, and requests that offer solutions for HR matters.
6. Demonstrated ability to maintain thorough attention to detail and meet predetermined targets and deadlines.
7. Ability to work independently and as part of a multidisciplinary team within a multicultural environment, including proficiency in the use of Microsoft Office and HIRS systems.

*This position is not considered child-related employment and will require a National Police Check.

VACCINATION REQUIREMENTS

****This role is a Category B role.** While it is strongly recommended that **Category B** workers be vaccinated for COVID-19, influenza, and other transmissible diseases, it is not mandatory to have these vaccinations.

Should you be unable to comply with the vaccination recommendations before your commencement date, it will not affect your offer of employment.

HOW TO APPLY

To be considered for this position, please ensure you address the selection criteria as thoroughly as possible.

1. Complete a <https://www.startts.org.au/jobs/employment-application-form/>
2. Write a **Statement Against the above Essential Requirements** outlining how you meet the selection criteria (see the guide "[How to apply for a job at STARTTS](#)")
3. Submit an up-to-date **Curriculum Vitae (CV)**
4. Provide copies of relevant Qualifications if applicable (overseas qualification must be assessed by an appropriate Australian body to be considered)
5. Statements of Service from previous relevant roles (if applicable, please ask us for a sample)
6. A cover letter is optional.
7. Email your application and supporting documents to: STTS-Jobs@health.nsw.gov.au