

**Why we are here**

To stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature.

[wwf.org.au](http://wwf.org.au)

# Job Description

**WWF-Australia**

ABN 57 001 594 074

<b>Department</b>	Operations
<b>Unit/team</b>	People and Property
<b>Job Matrix Group</b>	WWF Corporate Professional
<b>Job Matrix Level</b>	5
<b>Job Title</b>	People Officer
<b>Reports to</b>	Head of People and Property
<b>Direct Reports</b>	Nil
<b>Location</b>	Sydney Office
<b>Other location/s</b>	Open to candidates in Melbourne and Brisbane
<b>Job Type</b>	Full Time Maximum Term Contract
<b>Contract Period</b>	2 years
<b>Hours per week</b>	38
<b>Award Coverage</b>	Clerks Private Sector Award - 2020 - Level 4
<b>Approval</b>	Chief Operating Officer
<b>Approval Date</b>	28/02/2025

**Organisational Context** For over 60 years, WWF has been a powerful voice for nature and communities. We are a values-driven and diverse global network of local organisations working in 100 countries. We work as a catalyst with communities, First Nations, governments, businesses,



innovators, and philanthropists towards our global mission: to build a world where people live and prosper in harmony with nature.

- WWF-Australia uses our expertise to conserve biodiversity, empower communities and halt climate change in Australia and the Asia-Pacific region. With the knowledge and traditions of First Peoples and local communities, together we can bring change on a global scale for climate, nature, and people. Join us and help Regenerate Nature by 2030.

**Department  
Context**

WWF-Australia's strategy requires all staff to support the delivery of our objectives which aim to catalyse regeneration towards 2030 across the following strategic priorities: Regenerative Sky (Climate), Regenerative Country (Land) and Regenerative Saltwater (Oceans) - that deliver inclusive conservation outcomes. These three solution pathways are enabled by a focus on Mobilising Millions, a Regenerative Economy and ensuring a Future Fit Organisation.

The Operations department is responsible for all aspects of Finance, Legal, Technology, Commercial, Contracts, People, Property and Facilities, Procurement, Risk including Work Health & Safety, and Insurance to ensure delivery of WWF's conservation and revenue goals in accordance with the strategic plan and annual business plans. The Department supports the CEO office with organisational strategy and annual business planning.

**Job Purpose**

The People Officer is responsible for supporting the People function with a particular focus on talent acquisition, the coordination of personnel onboarding, crossboarding and offboarding, and learning and development records management. The role undertakes a range of People generalist support activities and projects to ensure WWF is a great place to work and can attract and retain the best talent to deliver its ambitious goals.

**Key  
Accountabilities**

- Deliver end-to-end recruitment activities for personnel (eg. employees, interns, independent contractors), including liaising with hiring managers, writing job adverts, posting roles, managing candidates, conducting phone screens and scheduling interviews to ensure recruitment processes are delivered effectively.
- Coordinate and administer onboarding, cross-boarding and offboarding, including making offers, writing contracts, coordinating background checks, initiating onboarding processes, conducting People inductions, tracking/reporting probation reviews through to confirmation of appointment, administering separations and supporting with People reporting.
- Administer employee reward and recognition initiatives.
- Coordinate and administer Learning and Development (L&D) record-keeping from various channels into a centralised learning register (manual and digital).
- Support with L&D data maintenance in management systems and databases to ensure accuracy and accessibility for ease of reporting.
- Support with L&D programs including researching new training programs and providing logistical support.
- Participate on interview panels as required.
- Develop and maintain current and best practice HR knowledge and apply this to policy, guidelines and process updates.
- Provide advice and guidance to staff, volunteers/interns, and candidates.

**Job Level  
Responsibilities**

- Contributes to operational planning, systems, processes, delivery and reporting.
- Complies with legislation, standards, policies and practices, particularly Advocacy with Excellence, Information Security, health and safety, child protection, security, sustainability, privacy, and equal employment opportunity.



- Aligns own work with WWF's mission, Guiding Principles, Brand and I-CCaRe Values –Integrity, Collaboration, Courage and Respect.

## **Relationships & Communications**

Team-working is WWF's preferred way of working requiring positive and constructive relationships across the organisation.

Key relationships include:

- WWF -Australia personnel (staff, volunteers & interns).
- Point of contact for Operations department for the relevant office (if not Sydney based).
- Applicants to WWF-Australia vacancies, to ensure a high-quality candidate experience.
- Suppliers, vendors and agencies, as required.

## **Job Challenges**

- The geographically dispersed nature of WWF staff nationally and internationally, requires well developed communication skills.
- Working in a fast paced, multi-disciplinary team where strategies and priorities may shift quickly.
- Keeping track of, prioritising and delivering tasks within tight deadlines.
- The need to understand the manner in which WWF works in order to maintain WWF's brand, credibility and reputation.

## **Essential Selection Criteria**

- Demonstrated entry level experience in Human Resources or Talent Acquisition.
- Demonstrated ability to contribute to the continuous improvement of processes, procedure and policy.
- Well-developed administration, organisational, numerical & analytic skills.
- Demonstrated experience with Applicant Tracking Systems and/or Human Resource Information Systems.
- Demonstrated ability to work ethically, use sound judgement & deal sensitively with confidential information.
- Demonstrated ability to work constructively in a dynamic & fast-paced team.
- Highly organised with a demonstrated ability to maintain a high level of attention to detail.
- Sound competency in Microsoft Office applications (Word, Powerpoint, Excel), databases and a strong ability to learn new systems and digital processes.
- Excellent listening, verbal & written communication skills including the ability to craft written material.
- Track record of using judgement and discretion, and seeking advice from colleagues as required.

## **Desirable Selection Criteria**

- An interest in Not-for-Profit organisations.
- An interest in the role the Human Resource function can play to strategically support the mission and values of an organisation.

## **Credentials**

- Tertiary level qualifications in Human Resources, Business or Law or similar, or equivalent relevant experience.



**Does this role involve working with children?**

- No

**Job Requirements**

- Background screening checks (e.g. Criminal Record Check, Credit Default checks)

**How to Apply**

Applicants can apply via <https://www.wwf.org.au/about-us/jobs-at-wwf>. Only those applicants applying online via the eRecruitment System will be considered.

Please include the following two attachments: (1) a cover letter/statements against the selection criteria and (2) your resume (CV).

**Note that applicants require current unlimited working rights in Australia to be eligible for this role.**