



ADA AUSTRALIA  
**WE'RE HIRING!**

## **HR & WHS Officer**

Location: Geebung or Woolloongabba

- Permanent, full-time opportunity
- \$51.00 per hour (SCHADS level 5.1)
- WFH up to 3 days per week
- Increase your take home pay with generous salary packaging options
- Monthly Rostered Day Off + Thank you day off at the end of the year

**Join a purpose-driven organisation making a difference in the community.**

ADA Australia is seeking a proactive and experienced HR & WHS Officer to support our team in delivering high-quality human resource management and workplace health and safety compliance.

### **About us**

ADA Australia is a not-for-profit, independent advocacy and information service committed to supporting older people and people with disability to understand and exercise their rights. With a strong presence across Queensland, we work to ensure individuals are treated with dignity and respect and have access to the services and support they need. Our team is passionate about creating safe, inclusive, and empowering environments for the people we serve and the staff who make it happen.

### **About the Role**

As the HR & WHS Officer, you'll play a key role in:

- Coordinating end-to-end recruitment, onboarding, and offboarding processes.
- Providing advice on HR policies, procedures, and compliance.
- Supporting staff wellbeing and fostering a safe, healthy workplace.
- Leading WHS initiatives including risk assessments, incident management, and return-to-work programs.
- Driving business improvement through research, policy review, and project work.
- You'll work closely with the Team Leader – Business Support Services and collaborate across teams to support operational and strategic goals.

### **What You'll Bring**

- Tertiary qualifications in HR, WHS, Business or related field, or 3+ years' experience in a similar role.
- Strong knowledge of Fair Work Act, NES, WHS legislation, and Modern Awards.
- Excellent communication and relationship-building skills.
- Experience with HRM systems (preferably Employment Hero) and Microsoft Office.
- Ability to manage competing priorities with attention to detail and sound judgment.

### **Essential requirements**

- Current National Criminal History Certificate (less than 3 years old)
- Valid NDIS Worker Screening Clearance and Working with Children Blue Card
- Current driver's licence
- Willingness to travel between Brisbane and regional offices as required

### **Why Join Us?**

- Be part of a supportive, values-driven team
- Make a meaningful impact in the community
- Enjoy opportunities for professional growth and development

### **To apply**

Submit your resume and cover letter via Seek - [HR & WHS Officer](#) outlining your relevant skills and experience and why you are passionate about this position.

**Applications close: 5:00pm, Wednesday 23 July 2025 unless filled prior.**

For more information about ADA Australia please visit [adaaustralia.com.au](http://adaaustralia.com.au) or contact: [HR@adaaustralia.com.au](mailto:HR@adaaustralia.com.au)

We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, the LGBTIQ+ community and people from culturally and linguistically diverse backgrounds.

**Culture & values:** Join a supportive and inclusive workplace where diversity is celebrated, and our culture is built on respect, dignity and fairness. Meaningfully impact the lives of vulnerable members of the community by promoting, protecting and ensuring their full and equal enjoyment of all human rights.