



MHACA

Mental Health Association of Central Australia

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POSITION: HR & Administration Officer
SALARY LEVEL: \$88 970.98 - \$95,736.61 (MHACA EBA/SCHADS Level 4) + 12% super
POSITION HOURS: 38 hours a week. Full time and ongoing.
TEAM: Corporate Services
REPORTING TO: Senior Corporate Services Manager
LOCATION: Alice Springs, onsite at MHACA
POSITION REVIEWED: April 2026

ABOUT MHACA

We are a leading Northern Territory community-managed organisation offering psychosocial support services, NDIS services, suicide prevention training and health promotion initiatives aimed at enhancing the mental health and wellbeing of people living in Central Australia. We specialise in psychosocial recovery and mental health promotion with a strong community presence and reputation.

ABOUT THE ROLE

ROLE DESCRIPTION	<ul style="list-style-type: none">• The HR and Administration Officer provides essential support for MHACA's human resource management including recruitment, onboarding, orientation, and training.• This role assists with HR correspondence, booking travel and training, and maintaining records in MHACA's systems.• This role also assists with general Corporate Service team tasks including maintenance, IT, fleet, and reception duties.
TEAM DESCRIPTION	<ul style="list-style-type: none">• The Corporate Services team facilitates MHACA's organisational operations by managing administrative tasks, HR functions, IT systems, legal compliance, finance, NDIS billing and procurement.• They ensure smooth day-to-day operations, maintain organisational efficiency and support effective customer relationships through MHACA's reception.

RESPONSIBILITIES

ROLE RESPONSIBILITIES	<ul style="list-style-type: none">• Recruitment: Preparation of position descriptions, promotion of roles in online platforms, email communications, collaboration with program managers around assessment and interviews.• Onboarding: Oversee onboarding process including documentation, orientation, staff profile and workspace set up, implementation of mandatory training schedule.
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Mental Health Matters

	<ul style="list-style-type: none"> • General Human Resources: Assisting with staff HR related requests, review of HR policies and procedures, assist with staff exit procedures. • IT Support: Assisting with hardware allocation and collection for staff, set up and troubleshooting. • General Admin: Managing email inboxes, data entry, record-keeping, maintenance, fleet, reception duties.
GENERAL RESPONSIBILITIES	<ul style="list-style-type: none"> • Work in accordance with MHACA’s strategic direction and uphold our values. • Work directly with and advocate for the interests of MHACA participants, some who have complex histories and behaviours. • Undertake professional development in line with MHACA’s Learning and Development Framework. • Assist with MHACA’s Day Program as required. • Represent and promote MHACA in the wider community. • Any other duties which may reasonably be expected in relation to the role.
WORK, HEALTH & SAFETY QUALITY ASSURANCE	<ul style="list-style-type: none"> • Contribute to MHACA’s Quality Committee and Work Health Safety Committee as required. • Work in accordance with the WHS Act, National Standards, Regulations, MHACA Frameworks of Practices, MHACA Policies and Procedures. • Actively participate in the organisation’s quality, safety and risk management systems. • Identify and report hazards and risks and engage in organisational WHS activities. • Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace. • This role is based in an office environment and requires sitting and standing for extended periods of time. Some manual handling of items under 10kg may be required.
VALUES & BEHAVIOURS	<ul style="list-style-type: none"> • Conduct all work in line with MHACA values which are: BELONGING: Connection - Relationships - Community - Collaboration HOPE: Optimistic - Courage - Goals - Change RESPECT: Listen - Kindness - Fairness - Inclusive HONESTY: Trust - Integrity - Transparent – Accountable • Adhere to and apply strict confidentiality practices and guidelines to all participant, staff and organisational sensitive information.

SELECTION CRITERIA (QUALIFICATIONS & ATTRIBUTES)

ESSENTIAL	<ul style="list-style-type: none"> • Qualifications in HR, business or commensurate experience working in HR and administrative roles. • Strong experience working with HR related processes including recruitment and onboarding.
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	<ul style="list-style-type: none"> • Demonstrated ability working with administrative and organisational systems and following procedures. • Strong verbal communication skills with the ability to always remain calm and professional. • Excellent written, time management and organisational skills. • Ability to work within a team environment and independently. • Experience in working in a cross-cultural setting or a demonstrated understanding of the principles of cultural safety and cultural competence. • Proficient in using Microsoft Office (Outlook, Microsoft word, Excel etc.) and confident in using online platforms (SEEK, Xero) • Hold a Current NT Driver's License.
DESIREABLE	<ul style="list-style-type: none"> • An awareness of the key issues faced by people living with mental health challenges.

EMPLOYMENT BENEFITS

- Competitive, above award wage salary + 12% super
- Generous salary packaging
- 6 weeks' annual leave and leave loading
- 11 days of personal leave
- Annual Wellbeing Allowance of \$400

APPOINTMENT CONDITIONS

- Employment with MHACA is conditional on providing or being able to obtain prior to commencement of employment; a current NT Driver's License, a Satisfactory Criminal History Check, a NDIS Worker Clearance and Ochre Card.
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Position Description Authorised



Chief Executive Officer (April 2026)

TO APPLY

Please send a copy of your resume with a cover letter addressing the selection criteria to hr@mhaca.org.au

ACKNOWLEDGEMENT

I have received a copy of the Position Description and have read and understand its contents:

Employee Name (please print) Employee Signature Date

Supervisor Name (please print) Supervisor Signature Date