



Neighbourhood Houses Tasmania Inc

Staff Liaison Officer

This is not an official Management Committee position but it may be useful for someone to be appointed to this role.

The first point of contact for staff should be the Coordinator who is their delegated manager. In turn, the Coordinator liaises with the Management Committee on staffing issues, and this can be through the Staff Liaison Officer if your Committee sets it up this way.

On rare occasions and only when issues arise between staff and the Coordinator, the Staff Liaison Officer can provide the Management Committee point of contact for staff for any work-related issues.

The Staff Liaison Officer position usually works best combined with the role of the Chairperson or Secretary removing the problem of “too many chiefs”, where every committee member potentially gets involved in staff issues.

In summary, the key roles of the Staff Liaison Officer are to:

- Act in accordance with Committee policies, procedures and decisions concerning staff.
- Ensure staff are employed and paid according to current award conditions and contractual arrangements.
- Serve as first point of contact with the Committee for any staff and employment related concerns not able to be dealt with by the Coordinator.
- Assist with the employment and induction of new staff.
- As appropriate, be involved in staff appraisals.