

GRACE MITCHELL

HR Officer | Government of South Australia (ASO4-ASO6)

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PROFESSIONAL SUMMARY

Professional HR Officer with 3.5 years of experience in recruitment, onboarding, employee relations and HR operations for South Australian Government agencies. Knowledge of the Public Sector Act 2009, enterprise agreements and merit-based recruitment. Known for accurate advice, timely processing and confidential handling. Committed to inclusive workplaces. Right to work in Australia; DHS Working with Children Check current.

PROFESSIONAL EXPERIENCE

HR Consultant (ASO6) Feb 2025 – Present
Department for Education, Adelaide SA

- Advise managers and staff on leave, conditions, performance and enterprise agreement entitlements.
- Run end-to-end recruitment for 35+ roles a year, cutting time to fill by 15%.
- Support workplace relations matters with accurate records and correspondence.
- Prepare workforce reports on headcount, turnover and leave.
- Maintain confidential employee records with full compliance.

HR Advisor (ASO5) Sep 2023 – Jan 2025
SA Health, Adelaide SA

- Processed 200+ HR transactions monthly, including starters, movers and leavers.
- Coordinated onboarding for 70 new staff, lifting new starter satisfaction to 92%.
- Supported diversity and inclusion initiatives, including a mentoring program.
- Delivered HR information sessions to managers.

HR Administration Officer (ASO3) Mar 2023 – Aug 2023
Department of Human Services, Adelaide SA

- Managed HR inboxes, personnel files and payroll queries for a 150-person division.
- Scheduled interviews and prepared selection documents.

EDUCATION

Bachelor of Business (Human Resource Management)
University of South Australia, Adelaide – 2022

VOLUNTEERING

HR Mentor 2022 – Present
Adelaide Youth Employment Network, SA

- Coach young jobseekers on resumes and interviews.

KEY CAPABILITIES

- Recruitment and selection
- Onboarding and induction
- Employee relations advice
- Enterprise agreement interpretation
- HR operations and payroll liaison
- Workforce reporting
- Diversity and inclusion
- Confidentiality
- Stakeholder support

TECHNICAL SKILLS

Employee self-service

Excel

Word

Outlook

SharePoint

Teams

Power BI (basic)

KEY ACHIEVEMENTS

- Reduced time to fill by 15%.
- Lifted new starter satisfaction to 92%.
- Received a People Team Excellence Award, 2025.

TRAINING & CERTIFICATIONS

- Certificate IV in Human Resources
- Public Sector Act 2009 Essentials
- Merit-Based Recruitment Training
- Workplace Investigations Basics
- Mental Health First Aid

WORK RIGHTS & AVAILABILITY

Right to Work in Australia
DHS Working with Children Check current

Availability
4 weeks notice; Adelaide, hybrid or flexible

REFEREES

Available on request.