

	Position Title: HR Coordinator - Recruitment		Team: People and Culture		Region: Central
	Supervisor: Senior Internal Consultant HR	Delegations and Authorities: In Line with Delegations Policy	Band: B	Date Completed: January 2019	

ORGANISATIONAL INFORMATION

OUR VISION AND PURPOSE	ROLE CONTEXT
<p>We believe children, young people and families should be safe, thriving and hopeful.</p> <p>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</p>	<p>The Human Resources team at Berry Street work closely with managers to support and assist them in managing their teams. The HR Team is part of the broader People and Culture Team that encompasses HR, Recruitment, Payroll, Learning and Development, Health and Wellbeing.</p> <p>The HR Coordinator – Recruitment works in the Recruitment Team and as a member of the broader HR Team, is expected to be familiar with Berry Street employment terms and conditions and able to advise and support managers accordingly.</p> <p>The Coordinator manages the operations and administration functions of the Recruitment Team. At Berry Street, the Recruitment function is managed centrally, undertaking all the administrative and coordination that is required and participates in all selection decisions.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: to never give up, maintain hope and advocate for a ‘fair go’</p> <p>Integrity: to be true to our word</p> <p>Respect: to acknowledge each person’s culture, traditions, identity, rights, needs and aspirations</p> <p>Accountability: to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p>Working Together: to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	<p>The primary objectives of the role are to:</p> <ul style="list-style-type: none"> • Develop productive consulting relationships with recruiting managers • Provide supervision and support to HR Officers • Carry a recruitment load, and ensure all recruitment is equitably distributed amongst HR Officers • Manage Smart and Safe recruitment campaigns recommending and selecting the best fit candidates • In conjunction with Senior Internal Consultant, review recruitment systems and procedures • Complete regular reporting of all recruitment activity across the organisation
	REPORTING RELATIONSHIPS
	<p>This role is based at our Central Office in Richmond. The Recruitment team consists of the HR Coordinator and HR Officers. This role reports to the Senior Internal Consultant with the team forming part of the broader Human Resources Team.</p> <p>The role supervises four staff.</p>

EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together.
- Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.
- Berry Street is committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street is also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.

KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.
- Demonstrated experience in recruitment and selection, including high volume/group recruitment and coordinating throughout the stages of the Recruitment Life Cycle.
- Proven experience supervising staff and building capacity within a team.
- Sound problem solving and administrative skills within a team environment.
- Demonstrated ability to flexibly manage competing priorities with the ability to multi-task and be flexible towards workforce demands.
- Demonstrated ability to develop build rapport with managers and staff to provide professional Recruitment advice and support.
- Demonstrated ability to build rapport with candidates and assess skills against key selection criteria.
- Demonstrated ability to work at a fast pace whilst maintaining accuracy and attention to detail.

QUALIFICATIONS AND OTHER REQUIREMENTS

- A tertiary qualification in Human Resources or related field and/or equivalent experience.
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

DESIRABLE

- Experience with HRIS – Preceda.
- Experience working within a Community Services organisation.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Coordination of the Recruitment Function	<ul style="list-style-type: none"> • Providing professional support and advice on recruitment to program managers; • Advising managers on best practice recruitment and selection; • Develop creative recruitment solutions to ensure quality attraction and retention of staff; • Keeping up to date with current employment legislation to ensure that line managers are effectively briefed on any relevant changes; • Designing or revising forms, including assistance with developing better systems; • Guide managers on best practice interview techniques.
Recruitment Actions	<ul style="list-style-type: none"> • Consulting with managers on recruitment needs; • Prepare job briefs and advertisements; • Consult with recruiting manager regarding position description and selection criteria; • Completing pre-employment screening, assessing applications, phone interviews and psychometric testing as required; • Devising, running and evaluating selection processes including one on one interviews and assessment centres; • Consulting with recruiting managers to develop interview questions; • Organise recruitment panels and assessment centres; • Liaise with applicants and candidates.
Compliance	<ul style="list-style-type: none"> • Ensure recruitment processes are conducted in accordance with Berry Street policy and procedures, Fair Work Act, Equal Opportunity and Anti-Discrimination legislation; • Ensure that the appropriate documents are utilized and stored accordingly; • Ensure all relevant screening is conducted for prospective employees including criminal records checks; • Ensure all documentation relating to right to work, qualifications and identity documents are utilized and stored accordingly; • Provide reports as required.
Systems Management	<ul style="list-style-type: none"> • Maintain appropriate records of recruitment activity; • Update data bases and jobs boards as required; • Update Preceda (HRIS) and SCOUT as required.
Relationship Management	<ul style="list-style-type: none"> • Consult with recruiting managers as required; • Keep recruiting managers informed on progress at regular intervals; • Maintain productive relationships with managers and team leaders; • Develop and maintain positive working relationship within the People and Culture team; • Maintain positive relationships with staff; • Participate in and contribute to team meetings.
Staff Supervision	<ul style="list-style-type: none"> • Provide supervision and support to HR Officers; • Conduct team meetings and annual performance appraisals, in accordance with relevant Berry Street policies; • Ensure team is adhering to Berry Street Policies, Fair Work Act, Equal Opportunity and Anti-Discrimination legislation with respect to recruitment and selection.
Other	<ul style="list-style-type: none"> • Undertake the lead on HR projects as required from time to time; • Provide reports as requested and analyse qualitative and quantitative data; • Participating in relevant organisational meetings; • Other duties as directed.

CONDITIONS OF EMPLOYMENT

1. This position may be required to work additional hours as necessary, and extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*.
2. You will initially be employed at our Richmond Office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the *Berry Street Victoria 2014-2017 Agreement*, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The remuneration for this position is \$81,253.12 gross per annum (full time equivalent), under the *Berry Street Victoria 2014-2017 Agreement*. The value of the salary can be increased through salary packaging.
5. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-employment health declaration, a criminal records check and proof of identity and qualifications.
8. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Daily
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Daily
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
People Contact	Liaise with government, non-government and community organisations.	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
	Undertake training and professional development activities.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular