

POSITION DESCRIPTION

Position title:	HR Coordinator
Function:	Human Resources
Classification	Level 4
Location:	Carers Victoria Head Office - Footscray
Reports to (job title):	Human Resources Manager

Key purpose statement	
<p>Carers Victoria is a for-purpose organisation with a mixed core funding base mostly provided by the Victorian and Australian Governments. The organisation works closely with Carers Australia and the network of Carer Associations in each state and territory to improve the lives of carers throughout Australia.</p> <p>Our Vision</p> <p>An Australia that values and supports all carers.</p> <p>Our Purpose</p> <p>We work to ensure that caring is a shared responsibility of family, community and government. We want to support carers better; we want to make carers' lives better.</p> <p>Our Values</p> <p>Respect and Dignity; Honesty and Confidentiality; Empathy and Compassion; Equity and Diversity; Integrity and Accountability; Courage and Fortitude</p> <p>Corporate Services - Purpose</p> <p>The Corporate Services function drives and is accountable for ensuring the organisation can function, staff wellbeing needs are met and compliance, governance and quality obligations are being met. Function includes:</p> <ul style="list-style-type: none"> • Driving all internal business support and enabling functions. Applying a strategic lens to the needs and operating model of the business. • Includes leadership and management of Finance and Payroll, IT, HR, Quality Compliance and Risk, and Administration Office Support. 	
Position Context – Purpose and Objectives	
<ul style="list-style-type: none"> • Build and maintain productive relationships with Managers at all levels providing advice and guidance on human resource matters and fostering positive and productive work practices. • Involvement in performance resolution process and all IR issues • Provide end to end recruitment support • Onboarding for new staff • Coordinate mandatory training for all staff and managers • HR reporting 	

OUTPUT AND ACCOUNTABILITIES

Area of responsibility		Key elements (including but not limited to)
1.	Workforce management	<ul style="list-style-type: none"> • Assist with proactively managing performance issues through to resolution providing advice, guidance and coaching to line managers. • Coordinate the performance review process providing advice and support to managers and staff. • Contribute to the development of HR policies and procedures, including education and application of policy content. • Assist with the development and review of position descriptions. • Provision of training to line managers in performance management skills. • Collate information associated with HR activities and generate regular reports for HR Manager.

2.	Recruitment	<ul style="list-style-type: none"> • Provide specialist recruitment advice. • Guide and coach managers and team leaders to navigate the recruitment process. • Coordinate and manage the advertisement of job vacancies. • Prepare contracts of employment, process all variations to contracts. • Maintain staff files. • Manage the e-recruitment database. • Build and manage the employment brand.
3.	Onboarding and induction	<ul style="list-style-type: none"> • Coordinate the induction and onboarding of all new staff. • Setup staff on HR/Payroll system. • Ensure a consistent onboarding process is followed for the commencement of all new employees. • Arrange new starter staff photo/card.
4.	Learning and development	<ul style="list-style-type: none"> • Ensure the HR suite of mandatory training is promoted and delivered to staff. • Contribute to the development of the learning and development plan. • Deliver internal training where required.
5.	Health & Wellness in the workplace	<ul style="list-style-type: none"> • Ensure compliance with OHS legislation. • Participate in OHS activities and representation on the OHS Committee. • Ensure promotion of safe work practices with a focus on employee safety, wellness and welfare. • Promote the EAP.
6.	Work cover and Return to Work	<ul style="list-style-type: none"> • Facilitate the role of Return to Work Coordinator. • Facilitate the return to work process including liaison with staff, managers, insurer, medical professionals and rehabilitation professionals. • Ensure compliance with the OH&S Act and internal policy. • Liaise with Insurer and payroll. • Assist managers to develop appropriate RTW process.
7.	General	<ul style="list-style-type: none"> • Involvements in development and implementation of HR projects and initiatives. • HR Analytical reporting. • Maintain up to date organisational chart. • Manage requests for student placements. • Develop resource material that enhances the effective management of human resources. • Report on significant expiry dates and follow up with managers for relevant action. • Ensure new and existing employees have current Police Check, Working with Children checks, Disability Worker Exclusion Scheme checks. • Analyse data and trends, draw conclusions and make recommendations.
8.	Professional Development	<ul style="list-style-type: none"> • Undertake relevant training and professional development, including mandatory training.
9.	Quality / Occupational Health & Safety	<ul style="list-style-type: none"> • Proactive leadership and participation in quality activities. • Ensure department compliance with Carers Victoria and Legislative health and safety requirements. • Use Carers Victoria's strategic goals and objectives to focus and prioritise improvement activity. • Maintain and improve policies and procedures for all areas of responsibility. • Ensure service delivery meets the quality standards required by funders and Carers Victoria.
10.	Other duties	<ul style="list-style-type: none"> • Other duties as directed consistent with skills, qualifications and experience.

ORGANISATIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> • Carers Victoria staff including the Senior Leadership Team • Volunteers • Students • Union delegates 	<ul style="list-style-type: none"> • Carers and care recipients • Members of the public including possible candidates • Consultants • Training providers • Recruitment agencies

KEY SELECTION CRITERIA

Parameter	Skills and experience required
Qualifications and other requirements:	Essential: <ul style="list-style-type: none"> • Relevant tertiary qualification or equivalent in Human Resources. • Current Drivers Licence. • Current National Police Records Check. • Current Working with Children Check. • Disability Worker Exclusion Scheme Check.
Knowledge, skills and experience:	Essential: <ul style="list-style-type: none"> • Minimum 1-year experience as a Human Resources generalist. • Demonstrated sound experience with issue resolution. • Current knowledge and understanding of legislation, awards and agreements including the application of this knowledge. • Ability to interpret and apply provisions in current legislation and the Carers Victoria Enterprise Agreement. • Demonstrated ability to lead on performance management issues including support to line managers. • Demonstrated ability to manage a recruitment function. • Strong organisation and time management skills. • Ability to prepare reports, briefs and presentations for internal use. • Ability to plan and implement effective Learning and Development programs.
Personal attributes and behaviours:	Essential: <ul style="list-style-type: none"> • Exemplary customer service and the ability to communicate effectively. • Demonstrated success fostering an employee oriented high-performance culture. • Passion, humility, integrity, positive attitude, mission-driven, and self-directed. • Maintains currency of knowledge in the HR field. • Demonstrated skills and ability to implement inclusive practice principles when planning and delivering work across diverse communities, including LGBTIQ+ communities, Aboriginal and Torres Strait Islander communities, Culturally and Linguistically Diverse communities. • Ensure workforce interactions with carers are kind, caring and respectful of each person's identity, culture and diversity. • Understanding of Child Safety Legislation and a commitment to child safety practice.

Carers Victoria is an equal opportunity employer and welcomes people from culturally diverse backgrounds, linguistically diverse people, Aboriginal and/or Torres Strait Islander peoples, members of the LGBTIQ+ communities and people with disabilities.

Carers Victoria is committed to maintaining a diverse workforce that reflects the diverse needs of the people we support. We draw pride and strength from our diversity and actively foster an inclusive workplace that celebrates the contribution made by all our people. Carers Victoria is also committed to protecting the best interests and safety of children and vulnerable people.

VERSION CONTROL

Created by:	Human Resources
Approved by:	Transition Governance Team
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