

Position:	HR Coordinator
Department:	Administration
Reports to:	Senior Grower
Direct Reports:	Nil
<p style="text-align: center;">Our Vision:</p> <p style="text-align: center;"><i>“To be an Australian family business growing high quality fresh produce, focusing on: flavour, innovation and sustainability”</i></p> <p>We value:</p> <p>Teamwork: We consider everyone at Flavourwave as our extended family and every member of our team is important. We share ideas and solve problems collaboratively.</p> <p>Leadership: We lead ourselves and we lead others to deliver our vision.</p> <p>Passion: We are passionate about Flavourwave and we are dedicated to growing high quality, fresh produce.</p> <p>Reliability: We can be relied upon to do what we say we will do and what we need to do.</p> <p>Ethics: We have the highest ethical standards and value honesty, responsibility, accountability in all we do.</p>	
Position Purpose:	
<p>The Administration/RTW Coordinator is responsible for performing administration functions to ensure the smooth and efficient operation of Flavourwave as well as working with Supervisors and Managers to assist injured employees to remain at work or return to work as soon and as safely as possible following an injury.</p>	
Key Result Area:	Specific Tasks:
Reception	<ul style="list-style-type: none"> • Answering calls professionally and relaying messages where required • Greet and direct farm visitors • Manage couriers and deliveries • Ensure office area is clean and tidy
Administration & Finance	<ul style="list-style-type: none"> • Collect and distribute incoming and outgoing mail • Manage and distribute incoming faxes • Filing • Maintain maintenance database • Maintain training and qualifications database • Maintain IT Service database • Maintain office equipment and supplies • Manage farm cleaning schedule • Undertake monthly farm supply stocktake and ordering • Use SAP to raise purchase orders, issue stock and goods receipt purchases • Coordinate service recognition awards • Manage Flavourwave’s Facebook account • Provide administrative support to employees and managers
Position Number: 011	Revision Date: 9 April 2018
Position Name: Administration/RTW Coordinator	Reviewed By: W. Millis

	<ul style="list-style-type: none"> • Type minutes of meetings as requested • Coordinate employee events • Maintain up to date and accurate staff records and filing systems • Undertake payroll support functions including: <ul style="list-style-type: none"> ○ Exporting Hortimax data for payroll ○ Maintaining new and terminated employees in Hortimax ○ Processing of leave forms in line with relevant legislation ○ Oversee, analyse and approve seasonal worker pays • Develop and maintain forms and standard operating procedures
HR Operations	<ul style="list-style-type: none"> • Assist with recruitment administration • Coordinate induction paperwork • Undertake exit interviews with departing personnel • Conduct new starter interviews • Complete termination forms and send to relevant parties
Return to Work & Injury Management	<ul style="list-style-type: none"> • Ensure early intervention and timely return to work of ill and/or injured employees where it is safe and practicable to do so • Undertake first aid stocktake • Actively manage cases of employee injuries and/or illnesses • Receive, process and action all workers compensation claims in accordance with the requirements of the Workers Compensation Act and Flavourwave's insurance provider, including the development of return to work plans and review of remedial action • Receive, process and action all reports of near miss, injury/incident and hazards, ensuring documentation is properly completed and follow up action undertaken • Develop, implement and monitor injury management plans or return to work plans and programs as required, and in conjunction with the nominated treating doctor and Flavourwave's insurer • Organise and attend medical appointments with injured workers as required including liaison with medical professionals • Ensure prompt notification and escalation of new incidents of employee injury and/or illness, report on existing cases and coordinate the return to work meetings • Provide coaching, mentoring and training to ensure supervisors and managers meet their workers compensation and injury management obligations in accordance with relevant company policy and procedures
Health & Safety	<ul style="list-style-type: none"> • Report near misses and potential hazards • Report all incidents involving injury to Senior Grower • Be an advocate for OH and S compliance

Person Specification:	
Mandatory Qualifications / Skills:	<ul style="list-style-type: none"> Intermediate proficiency in the Microsoft suite
Desirable Qualifications / Skills:	<ul style="list-style-type: none"> Demonstrated experience in Workers Compensation claims management Current Return to Work certification Current First Aid certification
Personal Attributes:	<ul style="list-style-type: none"> Well-developed communication skills Strong problem-solving skills High-level of organisational and time management skills Strong customer service focus Attention to detail Strong customer service focus High attention to detail
Physical Specification:	
Physical Demands of role:	<ul style="list-style-type: none"> Constant sitting while completing computer tasks Constant and repetitive use of keyboard Frequent and repetitive use of telephone Frequent climbing into and out of vehicles Occasional and repetitive lifting of various weights and volumes Occasionally working in a tropical environment Temperature 23 to 30 degrees and Humidity 60 to 76%.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Flavourwave management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

Position Number: 011	Revision Date: 9 April 2018
Position Name: Administration/RTW Coordinator	Reviewed By: W. Millis