

## Position Description

<b>Job title</b>	Human Resources Coordinator
<b>Classification</b>	Support Services
<b>Program/Department</b>	Human Resources
<b>Reports to</b>	Manager Finance & HR
<b>Supervises</b>	N/A

### About Noah's Ark

Noah's Ark is a not-for-profit community organisation providing early childhood services to children (primarily from ages 0-8), with disabilities and additional needs. We are the largest early childhood intervention service operating in Victoria and the ACT.

We are driven by a strong philosophy and core values and have always placed children and families at the centre of all the work we do. We value all our staff and strive to provide a positive working environment where everyone feels supported, valued and able to achieve their goals.

Our staff have a passion for transforming the lives of children and are united in a commitment to providing quality services. We know that the work we do with children and families can make a profound difference.

### Position Summary

Reporting to the Manager Finance & HR, the Human Resources Coordinator will be responsible for the day to day administration and coordination of Human Resources services.

### Key responsibilities

#### Employee Lifecycle

Provide coordination and administrative support for:

- recruitment processes
- induction processes
- the Probationary period for all new staff
- employment related matters including interpretation of Awards, Agreements and conditions of employment, entitlements and policies and procedures
- requests for Parental Leave, leave without pay and other leave
- variations to employment
- the Planning, Performance Review and Development (PPRD) process
- maintaining employee Qualifications and Professional Development records, including assisting with the development and coordination of an organisational annual professional learning plan
- maintaining employee Professional Registrations, Working with Children/Vulnerable People Checks, Disability Worker Exclusion Checks and other compliance requirements
- the exit process
- maintaining accurate and up to date employee records

## **Health, Safety and Wellbeing**

Assist with the coordination of:

- the Employee Assistance Program
- the administration of Health and Safety incidents
- the administration of Work Cover

## **Students and Volunteers**

Coordinate:

- Volunteers placements
- Student placements, including liaison with Universities and managers

## **General**

- Maintain Human Resources systems including reviews of policies, procedures and forms
- Provide input to Management in relation to the development and implementation of effective HR related policies, systems and processes
- Coordinate with Payroll to ensure correct and timely processing of forms and other notifications
- Assist with the ongoing development of the HR Information System
- Assist with the development and preparation of workforce statistical reporting
- Develop and maintain regular reports to the Manager Finance and HR, or as requested
- Maintain the Human Resources areas of the staff Intranet
- Undertake HR projects and other duties as required

## **Key result areas**

- All processing is accurate, current and in accordance with policies and procedures
- Staff and managers are well supported throughout the entire Employee Lifecycle
- Customer Service is a focus and high quality services and advice are provided at all times
- Excellent relationships with internal and external clients are built and maintained
- Continuous Improvement opportunities are identified, investigated and implemented

## **Selection Criteria**

- Relevant tertiary qualifications and/or equivalent experience
- Relevant experience in a HR Coordinator role, including an understanding of, and exposure to recruitment, induction and performance reviews
- Ability to interpret relevant legislation, industrial instruments and policies
- Strong background in using Human Resources Information Systems
- Excellent organisation and administration skills with strong attention to detail
- Intermediate to Advanced Microsoft Office skills
- Excellent oral and written communication skills
- A strong work ethic and the ability to multi-task and work autonomously

## **Pre-requisites**

- Satisfactory National Police Record Check
- Current Working with Children Check
- Disability Workers Inclusion Scheme Check
- Current Driver's Licence

## **Working at Noah's Ark**

All staff:

- Work within an environment of quality service and continuous quality improvement.
- Are expected to behave in accordance with the provisions of the Code of Conduct.
- Take responsibility for a safe and healthy work environment and a workplace free from discrimination and harassment.
- Are expected to maintain knowledge of, and comply with Noah's Ark's policies, procedures and practices.

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**Staff Member Signature**

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**Chief Executive Officer Signature**

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**Date**

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**Date**