

Position Description		
Job Details		
Position Title: Coordinator, People & Culture		Year: 2019
Department: People & Culture	Section:	
Reports directly to: Business Partner, People & Culture	Direct Reports: <ul style="list-style-type: none"> • Nil 	
Background Information		
Qualifications	<i>Undergraduate</i>	Tertiary qualifications in HR or a related discipline
	<i>Postgraduate</i>	
	<i>Other</i>	
RIDBC Overview		
<p>Royal Institute for Deaf and Blind Children (RIDBC) provides quality, innovative services to achieve the best outcomes for current and future generations of Australians with vision and/or hearing loss.</p> <p>RIDBC provides education, therapy, audiology and cochlear implant services for adults and children with hearing and/or vision loss, and their families. Services include:</p> <ul style="list-style-type: none"> • Early learning programs for children with vision and/or hearing loss from birth to six years • Preschool and school programs for children with vision and/or hearing loss and specialist preschool and school support services for children attending mainstream preschools and schools • Assessment, planning and therapy sessions for children and adults with vision and/or hearing loss • Specialist hearing and vision services delivered to children, adults and families in regional and remote areas of Australia via videoconference and other technologies • Cochlear implantation and habilitation services for children and adults, through SCIC Cochlear Implant Program, an RIDBC service • World class research, continuing professional education programs and postgraduate courses for professionals working with people with vision and/or hearing loss, through RIDBC Renwick Centre. <p>As a not for profit, RIDBC relies significantly on fundraising and community support to be able to continue to make a difference in the lives of people with vision and/or hearing loss.</p>		

Working for RIDBC

RIDBC's ability to provide high quality services to people with vision or hearing loss is directly dependent on the experience, knowledge and professionalism of its staff.

With more than 500 employees and over 1,500 volunteers, RIDBC employs a diverse range of staff across its many programs including: teachers, audiologists, speech pathologists, surgeons, orthoptists, occupational therapists, psychologists, physiotherapists, technology consultants, academics and researchers. We also employ a range of people in business support functions including corporate services, library services, fundraising, marketing and communications and human resources.

RIDBC is an Equal Opportunity Employer. Compliance with child protection legislation is essential to all child-facing positions. At RIDBC we are committed to employing the very best people in the industry who have a genuine passion for working with children and adults with disabilities and have the right level of experience and knowledge.

RIDBC Values

- Integrity – Our actions match our words
- Empowerment – Owning my experience
- Community – Connected, not isolated
- Respect – We all matter
- Courage – Go beyond fear
- Communication – Exchange with purpose

Role Purpose

Reporting to the Business Partner, People & Culture, you will work within a small team and assist with Human Resources activities including recruitment and selection, maintaining employee records, coordinating training and inductions, completing monthly reporting and providing support to departmental managers.

Key Responsibilities

Recruitment: Assist in the recruitment and selection process including: support position description development; appropriate paperwork and approvals; development of advertisements, assisting with candidate interviews as required and completing the credentialing process.

On-boarding: Ensure the employee on-boarding experience of new employees to RIDBC is adhered to and employees are inducted and oriented appropriately. (including offer of employment, new start packs, induction and compliance)

Support to Managers and Staff: Be the first point of call for all HR related queries and advice in conjunction with Business Partner

Manage Change Advice/Change in Working Conditions Process: Obtaining sign-off in conjunction with Business Partner, drafting change advice letters and ensuring effective

communication with employee and Manager. Ensuring all paperwork is obtained in order to be processed by Payroll

Other Duties: Contribute to the development and review of P&C Policies and Procedures. Model and demonstrate constructive working relationships and information exchange within the team and across the organisation. Support the broader P&C team as required, including coverage for leave; workload support and other project initiatives to achieve the P&C strategy.

Knowledge, skills and experience – *Required to perform this role*

- A tertiary qualification in Human Resources or a related discipline and/or experience in a HR Coordinator role
- End-to-end recruitment experience
- Proven ability to interpret and apply Enterprise Agreements and/or other industrial agreements
- Understanding of the application of policies and procedures
- A proactive, professional with strong interpersonal skills and a customer-focused approach able to work with diverse stakeholders
- Able to show initiative within a team environment
- Excellent written and verbal communication skills
- High level of attention to detail and ability to prioritise and multi-task
- An understanding of and complete commitment to confidentiality
- Excellent skills in Microsoft Office, organisational, analytical and problem solving skills

Personal Attributes

- Good team player
- Outcomes and customer-focused
- Values driven with strong personal and organisation values match
- Ability to use sound judgement and show initiative in times of ambiguity
- Proactive and persistent
- Collaborative and consultative

Staff member's name (print):		Date:
Staff member's signature:		

Supervisor's name (print):		Date:
Supervisor's signature:		