

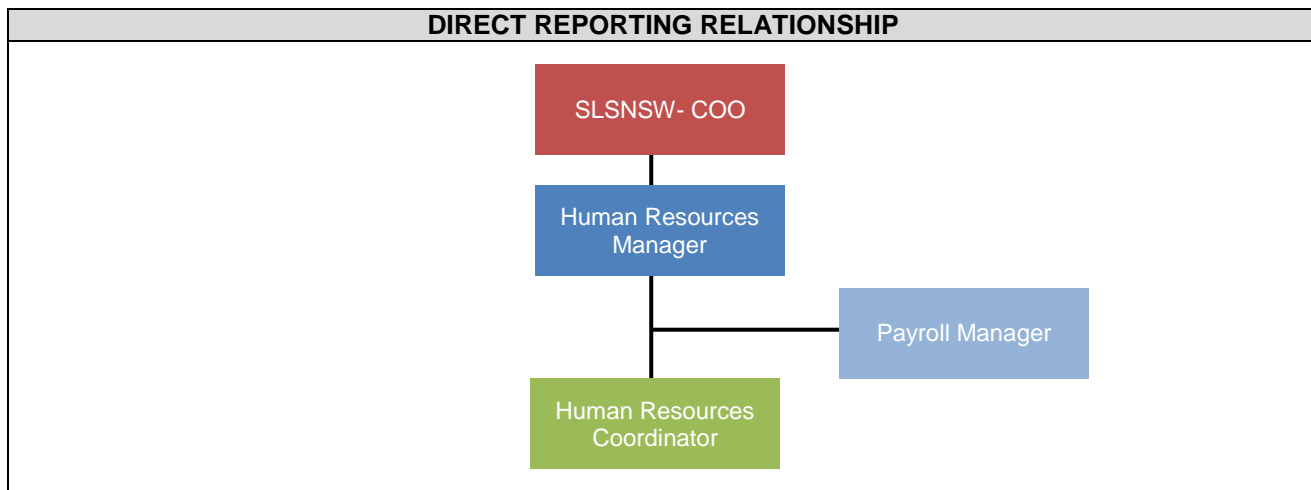


Position Description

| Position | Work Location | Position Description Completed |
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| Human Resources Coordinator | SLSNSW Headquarters | November 2019 |
| Reports To: | Direct Reports: | Department |
| Human Resources Manager | NIL | Human Resources |

PURPOSE STATEMENT

The HR Coordinator is responsible for administering human resources activities and programs relating to recruitment and onboarding, payroll, training coordination and injury management. This role provides advise and responses to queries regarding human resources policies and procedures within the organisation and supports initiatives to enhance employee engagement and performance levels. This role ensures the HRIS is effectively supporting the payroll function and working in line with organisational and legislative requirements. The HR Coordinator contributes to the continuous improvement in the business performance of Human Resources and achievement of the organisation's vision and purpose.



| SELECTION CRITERIA | |
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| Essential | Desirable |
| <ul style="list-style-type: none"> • Experience working in a similar generalist HR Coordinator role; • Tertiary qualifications in Human Resources; • Confidence, maturity and the ability to make sound judgments; • Proven experience in coordinating Human Resources activities autonomously • Motivated self-starter with proven initiative; • Excellent verbal and written communication skills; • High level of problem solving • Full understanding of HR functions and best practices; • Excellent interpersonal skills at all levels; • Evidence of the practice of a high level of confidentiality; • Excellent organisational skills and capable of meeting deadlines; • Attention to detail; • Excellent computer skills in a number of Microsoft applications including Word, Excel and PowerPoint; | <ul style="list-style-type: none"> • Knowledge of Surf Life Saving; • Understanding of Not for Profit organisations • Experience running a HRIS for a small to medium sized organisation • Understanding and experience of salary packaging relating to NFP organisations; • Understanding and experience of child protection legislation in relation to workplace relations. |

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| <ul style="list-style-type: none"> • Proven ability to interpret legislation, regulations and awards together with policies and procedures • Be able to plan and prioritise own work, to take responsibility and utilise initiative for delivering work activities and projects in an effective and timely manner; • Background knowledge of Workplace Relations, Work Health and Safety and Workers Compensation laws and practices. | |
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| KEY OUTCOMES (KRA) | |
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| Outcomes | Key Activities |
| KRA 1: Recruitment | <ul style="list-style-type: none"> • Coordinate the recruitment process from advertisement placement through to successful onboarding. Assist HR Manager with the recruitment of senior roles; • Oversee the employment@surflifesaving.com.au email address; • Coordinate the recruitment process by assisting managers in shortlisting candidates, designing interview guides, performing reference checks on preferred candidates and issuing employment contracts; • Develop and maintain induction program including an online platform; • Coordinate with the Office Coordinator all IT and security equipment required for new employee; • Provide reports and updates to Human Resources Manager on recruitment activity including making recommendations for process improvements; • Provide advice to managers on best practice recruitment processes including legislative requirements; • Coordinate the working with children requirements for relevant roles and ensure the database is up to date. • Coordinate exit interviews and work with the HR Manager to collate information. |
| KRA 2: Professional Development | <ul style="list-style-type: none"> • Coordinate and collate IDP (individual development plan) information from the performance review process; • Coordinate training sessions and seminars as required; • Review professional development collateral and resources; • Identify and coordinate training courses in line with development plans; • Facilitate internal training at meetings, if required; • Coordinate internships and work experience opportunities; • Coordinate processes related to workplace volunteer program. |
| KRA 3: Human Resource Systems | <ul style="list-style-type: none"> • Address and troubleshoot any issues regarding the HRIS. With the HRM and Payroll Manager assist the payroll function as required; • Assist with weekly payroll processing activities; • Coordinate and input payroll information into Rockfast and ensure employees are given access to online Kiosk; • Assist with the development of organisation policies and procedures as required and support implementation; • Ensure HR resources, forms and documents are up to date and accessible by all staff; |

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| | <ul style="list-style-type: none"> • Coordinate staff surveys and assist the HRM to report on findings; • Assist the HRM to coordinate the annual remuneration review process; • Coordinate yearly WGEA report; • Administer request for Flexible Working Arrangements for staff and oversee working from home arrangements; • Produce and submit reports on general HR activities i.e. leave reports, training reports etc; • Identify and recommend effective changes to enhance the integrity of HR systems; • Work with the ALS Manager to coordinate EAP access for Lifeguards and provide information and support; • Attend to special projects as required from time to time and other duties as required by the HR Manager. |
| KRA 4: Workers Compensation | <ul style="list-style-type: none"> • Act as the RTW Coordinator and assist with the coordination of the SLSNSW and SLSS workers compensation process; • Review RTW plan and Workers compensation claims; • Assist with the annual submission of policy renewals and certificate of currencies; • Keep up to date with legislative changes that impact Surf Life Saving NSW and Services; • Work with payroll and Workers Compensation Insurer on Workers Compensation loss of wages processes; • Liaise with HRM, Academy Business Manager and the ALS (Australian Lifeguard Service) RTW Coordinator on RTW processes and current claims; • Provider of information to the insurer regarding Member injuries and coordinate the workers compensation processes for the SLSNSW membership. |

| PERFORMANCE STANDARDS (KPIs) | |
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| Outcomes | Key Performance Indicators (KPI's) |
| KRA 1: Recruitment | <ul style="list-style-type: none"> • Timely recruitment processes to attract appropriate candidates • Unsuccessful applicants are to be informed via email within one week of closing date • Contracts are prepared in line with legislation, policies and procedures • HR pack to be sent to successful applicant within 2 days of offering position • Insure induction is completed for all new staff members within the first week of employment • Ensure Working with Children checks are completed for relevant staff • Positive feedback from Hiring Managers about the recruitment and onboarding process |
| KRA 2: Professional Development | <ul style="list-style-type: none"> • Training database is current and accurate • Ensure training course are relevant and staff are supported throughout completion of course • Ensure internship/ volunteer program is in line with company policies and procedures |

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| KRA 3: Human Resource Systems | <ul style="list-style-type: none"> • Ensure all questions regarding HRIS are addressed within a timely manner • Remuneration reviews are coordinated within agreed timeframes; • Performance reviews are run within the agreed timeframe • HR forms are current and in line with organisational policies and legislation; • Policies and procedures are regularly reviewed to ensure relevancy with organisational needs and legislation; • Reports are generated and provided to HR manager/ SLT in a timely manner • Payroll information is accurate and imported into Rockfast in a timely manner • HR Kiosk is updated and staff are accurately set up within agreed timeframes; • Ensure EAP access is granted to Lifeguards within 1 day of request • Specific tasks are achieved in accordance with directions and timelines. |
| KRA 4: Workers Compensation | <ul style="list-style-type: none"> • RTW forms are updated as required • Injured employees are allocated suitable duties where possible and supported to ensure a positive return to work as soon as practicable • All required documents and information to icare is provided in a timely manner |

| CORE RESPONSIBILITIES (ALL STAFF) | |
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| Accountabilities | Key Performance Indicators (KPI's) |
| Work Health and Safety | <ul style="list-style-type: none"> • Demonstrates action taken in identifying hazards, assessing risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace; • Demonstrates duty of care, considers own safety and the safety of others while at work; • Reasonably complies with WHS guidelines and procedures, using protective clothing or equipment provided at all required times; • Is fully aware of SLSNSW's safety procedures and expectations, and actively participates and contributes; • Participates in the ongoing improvement of the SLSNSW WHS policy and visibly and constantly supports its implementation; • Practice and promote the SLSNSW Equal Opportunity, Harassment and Bullying policy by treating fellow staff and others fairly and equitably and without discrimination, harassment or bullying. |
| Organisational Culture | <ul style="list-style-type: none"> • Promotes and encourages personal growth and effective communication. • Understands and supports policies and procedures of the organisation as defined in the Employee Handbook. • Continually contributes to and supports volunteers & staff, including Directors, Branches, Clubs & Members |
| Leadership/Teamwork | <ul style="list-style-type: none"> • Supports the decisions of SLSNSW Board of Directors and SLSNSW Management • Displays willingness to assist others, shares knowledge openly, cooperates and supports the department. • Receptive and open to feedback • Maintains a positive and constructive attitude that promotes confidence in those around them. |

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| | <ul style="list-style-type: none"> • Contributes to staff meetings and promotes the exchange of information throughout the organisation. • Regularly meets with Manager to discuss performance, plans and current issues |
| Continuous Improvement | <ul style="list-style-type: none"> • Exercises initiative in making improvements to work processes and outcomes. • Always searches for better ways and strives for best practice. • Embraces and adapts to change |

| WORKING RELATIONSHIPS |
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| <p>Internal: The Human Resources Coordinator interacts with all members of staff on human resources related matters including recruitment and onboarding processes, HRIS, policies, legislation and WHS areas. This role works with the Academy Administration Coordinator and AESS Manager on Working with Children processes and the ALS on Lifeguard recruitment and RTW procedures are of prime importance.</p> <p>External: Relationships exist with iCare and members / clubs in regards to Workers Compensation processes and queries relating to claims. The Human Resources Coordinator liaises with iCare in regards to specific staff related claims and RTW processes.</p> |

| APPROVAL |
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| <p>This position description has been reviewed and is considered to accurately reflect the requirements of the role and the organisation</p> |
| <p>Human Resources Manager _____ Date _____</p> |
| <p>Chief Operating Officer, SLSNSW _____ Date _____</p> |
| <p>I have read and understood this document and agree to perform the duties and responsibilities as listed within the list</p> |
| <p>Employee Name _____</p> |
| <p>Employee Signature _____ Date _____</p> |