



POSITION DESCRIPTION FOR Human Resources Coordinator

Background

Noweyung was established in 1954 by a group of parents, community volunteers and supporters. It has experienced steady growth since then, currently delivering Centre-based services in Bairnsdale and Orbost. Noweyung has several Independent Living units and a Supported Residential group home. Also delivered are a range of disability and social enterprises, including Ace Total Maintenance (gardening maintenance), Banksia Fine Foods (sauces, jams, pickles, gift hampers and catering) and Cells Café.

Recently, Noweyung has experienced significant growth, as part of the introduction of the National Disability Insurance Scheme to East Gippsland at the start of 2019.

We are looking to employ someone who will swiftly engage with the role to support the General Manager Corporate and Enterprises as an effective part of a growing team as well as contribute to the positive culture of Noweyung. We are on a journey of sector and organisational change and this position will be a vital support to the organisation.

The Purpose of the Position

Human Resources Coordinator will assist General Manager Corporate and Enterprises to ensure Noweyung are well placed to support a growing workforce, build on our learning and development framework, strengthen our efficiency in Human Resources Services and provide quality administration support to General Manager Corporate and Enterprises.

This position reports to the: General Manager Corporate & Enterprises

Some key areas of focus for this position will be:

- Co-ordinate recruitment process, monitoring SEEK vacancies, scheduling and conduct interviews, conduct reference checks and completing all documentation for pre-employment and on-boarding processes.
- Support the implementation of new software to capture staff details ensuring all records are up to date.
- Work with GM Corporate & Enterprises to develop new systems and processes to meet the needs of our growing workforce
- Coordinate and review a range of existing documentation in relation to employee files, policies and procedures relevant to the effective delivery of Human Resources Services to Noweyung.
- Work with GM Corporate & Enterprises to implement an organisation-wide Training Plan.

Key Responsibilities

Administration Support

- Provide administration support to General Manager Corporate & Enterprises to contribute to the efficient and effective management of Noweyung Human Resources services.
- Co-ordinate data entry Personal Contacts database to track all employees induction and training completion.
- Seek out areas of focus within the Human Resources area in consultation with the General Manager Corporate & Enterprises in relation to HR updates in the sector.
- Develop appropriate relationships with internal and external stakeholders relevant to the role.



POSITION DESCRIPTION FOR **Human Resources Coordinator**

Recruitment and Selection

- Coordinate and upload vacancies through SEEK.
- Schedule and conduct interview with/for Managers in consultation with GM Corporate & Enterprises.
- Conduct reference checks and document responses ensuring all documentation for quality and compliance.
- Co-ordinate the pre-employment and onboarding process for all new staff in accordance with organisational procedures.

Learning and Development

- Support the development of systems and practices that monitor, co-ordinate and promote the delivery of Induction training for new staff.
- Monitor and track the ongoing training requirements and completion for new and existing employees.
- Develop training schedules to ensure the organisation is compliant with relevant industry training such as first aid & CPR

Relationship Management

- Actively build relationships with the Senior Management team and all staff at Noweyung that supports establishment of positive culture amongst the team.
- Coordinate recruitment process by becoming the first point of contact for potential applicants and present Noweyung as an employer of choice for Disability Support Workers.
- Be a positive influence to the overall culture of the organisation by displaying a can do attitude.

Culture and Communications

- Communicate effectively with a range of internal and external stakeholders
- Work with GM Corporate & Enterprises to develop appropriate induction and mentoring programs

Systems

- Work with GM Corporate & Enterprises to establish highly effective communication and information systems in the areas of recruitment, induction, training, remuneration and benefits, and workplace relations

OHS

- Adhere to and support the organisation's OHS initiatives, ensuring compliance with legislation and a proactive approach towards safety and wellbeing for all.

Key Selection Criteria

1. Demonstrated experience in Executive Administration would be highly regarded
2. Substantial experiencing in Administration within a not-for-profit or for profit environment
3. Experience in co-ordinating a recruitment and selection process would be an advantage.
4. Experience in working with people of differing abilities
5. Understanding of and exposure to OHS – regulatory frameworks
6. Experience in HR related role and or IR regulatory frameworks, systems and processes
7. Demonstrated awareness of disability-related issues
8. Demonstrated capacity to build effective relationships with team members and stakeholders and bring consultative and collaborative thinking to the role
9. Strong organisational, problem solving skills with excellent time management abilities.
10. Demonstrated accountability as part of a team;
11. A current driver's licence.



POSITION DESCRIPTION FOR **Human Resources Coordinator**

You will also demonstrate the following attributes and characteristics:

- The ability to maintain a high level of professionalism and confidentiality
- Excellent communication skills, written and verbal
- Ability to work independently, show initiative and work productively within a team environment
- Ability to communicate effectively with a diverse range of people
- The capacity to act in a supportive and motivating manner and be a positive influence

Desirable

- Consideration is being given to how Noweyung runs its payroll processes. Experience in this would be an advantage
- A lived experience of Disability or a demonstrated capacity to work in such an environment
- A current Victorian Driver's Licence
- Previous experience working in an Executive Administration position

Pre-employment Requirements

The Human Resources Coordinator, prior to commencement in the position, must undertake:

- NDIS Worker Screening Check
- A current Working with Children check.
- Adherence to NDIS Code of Conduct

All employees must complete Human Resources documentation as detailed by Noweyung's **Human Resources Policy** before employment commences. This will form part of the employment induction process for the successful applicant.

All Noweyung employees are required to comprehend, ascribe and work to Noweyung's Vision, Mission and Values.

Conditions of Employment

The following general conditions apply to the position of Human Resources Coordinator.

It is intended that this position be full time of 38 hours of work between the hours of 8:30 am and 5:00 pm, Monday to Friday, however Noweyung has some flexibility around this and can consider other proposals. Any overtime is in prior consultation with the General Manager Corporate and Enterprises.

The hourly rate of pay and other general conditions not specified in the employment contract are as per the **Social, Community, Home Care and Disability Services Industry Award 2010**.

Position and Performance Review

A probation period of up to six months will initially be part of the review process for a new incumbent in the role as Human Resources Coordinator. Thereafter a position and annual review will be conducted.



POSITION DESCRIPTION FOR **Human Resources Coordinator**

Internal Controls

In respect to transactions and reporting undertaken by the Human Resources Coordinator, these are internally audited by the General Manager Corporate and Enterprises.

In respect to any funding body requirements carried out by the Human Resources Coordinator, these are internally audited by the General Manager Corporate and Enterprises.

Certification



Employee's signature

General Manager Corporate and Enterprises signature

Printed name

Printed name

Date: _____

Date: _____

The signatures above certify that the incumbent has read and understood the responsibilities assigned to this position; and, the job description is an accurate description of the responsibilities assigned to the position.