



## Position Description HR Coordinator

**Employment type:** Part time (3 days a week), commencing as soon as possible, contract role to 31 Dec 2022 (possibility of extension, aligned to funding)

**Reports to:** Chief Executive Officer

**Position location:** RERC Head Office (Fitzroy)/ Working from home

**Direct reports:** Nil

### About the organisation

Russian Ethnic Representative Council of Victoria (RERC/ Russian Aged Care) is a charity and the leading community organisation founded in 1984 to represent interests of Russian speaking people living in Victoria. RERC provides a range of community services funded by state and federal governments to support elders, people with disabilities, and disadvantaged people with CALD background. Our current programs include the CHSP program, Community Visitors Scheme, brokerage services in aged care, CALD programs and various community awareness programs. RERC also acts as an umbrella for a range of community organisations to provide a platform for various cultural initiatives and community events.

### Role Purpose

HR Coordinator provides general advice and administrative support relating to operational human resources activities, across the entire employment lifecycle, including coordination of talent acquisition, onboarding and induction, performance and professional development, and health and safety processes.

### Qualifications and Experience

#### Essential

- At least 3 years' experience in a generalist human resources role managing all major aspects of employee lifecycle
- A qualification in Human Resource Management (Certificate IV/ Diploma level as a minimum)

#### Desirable

- Previous experience in a not-for-profit organisation and/or aged care sector
- Bachelor degree in Human Resources or related field
- Fluent Russian is not essential but would be an advantage.

# Skills, Attributes and Knowledge

## Essential

- Excellent planning and organisation skills, enabling rigorous prioritisation of business as usual activities and project work, to deliver competing work priorities in order to meet deadlines
- Highly service orientated, and resourceful with ability to develop effective relationships in order to meet service levels and functional objectives
- Strong understanding of employee lifecycle activities and professional toolkits for HR function, with highly developed skills in managing and supporting such activities to ensure compliance and positive employee experience
- General knowledge of employee relations principles, standards and legislation
- Developed ability to maintain accurate and up-to-date employee database
- Ability to handle sensitive or confidential information in a professional manner
- An excellent communicator, with adaptive verbal and written skills, and able to influence and motivate internal and external stakeholders with confidence, assertiveness, and humility
- Ability to research, think laterally and pragmatically in approaching a resolution to issues, from multiple lenses with a continuous improvement mindset
- Approachable, with highly developed emotional intelligence and a discreet, ethical and empathetic approach
- Use initiative and attention to detail, in relation to staff employment information and issues
- Intermediate to advanced computer literacy across the range of Microsoft Office Suite including Word, Outlook, PowerPoint and Excel.

## Desirable

- Previous exposure to HR technology and HR system administration
- Previous exposure to OH&S management

## Key Accountabilities

### HR Administration

- Creation of formal employment documents for employees, relating to employment lifecycle events, such as employment contracts, promotion / transfer letters, changes to employment conditions, exits and other documentation as required
- Provide timely and accurate information to payroll, for accurate employee payroll processing
- Review and maintain employee files for compliant record management
- Develop and maintain HR forms, process flows, toolkits, templates
- Develop and use HR reports and provide support with HR data analysis and trends
- Work with Finance team to ensure streamlined transactional HR activities, leading to a timely, effective and seamless employee experience
- Perform data integrity checks and compliance checks, ensuring adherence to legal obligations

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#### Organisation

RERC Inc.

ABN: 91 549 424 794

#### Head Office

118 Greeves Street,  
Fitzroy VIC 3065

#### Contact details

Tel: 9415 6899

Fax: 9415 9866

Web: [www.rerc.org.au](http://www.rerc.org.au)

Email: [mail@rerc.org.au](mailto:mail@rerc.org.au)

- Ensure efficiency and continuous improvement of operational HR processes including automation of key process steps related to employee lifecycle.

### **Talent Acquisition and Onboarding**

- Partner with hiring managers, in end to end recruitment, and as required, coach and build capability in application of talent acquisition policy and practices
- Perform administrative coordination of posting of role vacancies on job boards
- Facilitate and support relevant selection activities such as job interviews and reference checks, manage relevant candidate communications
- Collaborate with service managers and Marketing & Comms function to attract right candidates from target markets
- Alongside hiring managers, undertake consistent and equitable selection activities that support achievement of our organisation goals, through rigorous and professional assessment of values alignment, mission alignment and capability to perform role
- Oversee the onboarding program for both new hires and internal transfers, ensuring capability of people managers, to execute their responsibilities of the induction process
- Coordinate prompt distribution and ensure timely return of new starter documentation
- Perform an evaluation of onboarding and induction program, through feedback from new employees and people managers, and proactively assist with resolving any issues, and implement continuous improvement initiatives

### **HR Information Systems**

- Administer HR Information System and ensure appropriate staff access
- Maintain core employee data in HR Information System, ensure compliance checks expiration dates are observed and acted upon by line managers as required
- Provide support to staff in the use of HR Information System
- Maintain, reconcile, configure and update data in HR Information System, in a timely manner

### **HR Policies and Toolkits**

- Contribute to the development, implementation and communication of HR policies, procedures and forms, as required
- Promote the use of HR policies and toolkits, which are an effective starting point for HR related matters, monitor compliance against policies
- Provide first level guidance to employees and people managers on HR policy and processes

### **Health, Safety and Wellbeing**

- Coordinate the OH&S Committee – support, implement and maintain OH&S management systems in accordance with the Workplace Health and Safety legislation
- Under guidance research, recommend, develop and implement relevant physical and psychological wellbeing programs

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## **Contributory Accountabilities - People Strategy and Initiatives**

- As required, support projects, which support implementation of People Strategy through the development and implementation of new HR initiatives.
- Provide support, advice and expertise to committees and working groups as required. Administer operations of Occupational Health and Safety Committee.
- Attend staff meetings and workshops as required to inform and educate staff.
- Keep abreast of industry changes and provide optimal quality improvement, compliance and risk management processes.
- Other duties as directed relating to HR management.

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