

People & Culture Coordinator

Location: St Leonard, Sydney, NSW

Type: FT

Award/Classification: ETAM 4

Salary: \$85K - \$90K + Super

Reports to: Deputy HR Manager

About the Organisation

We are dedicated to the design, construction, and delivery of nation shaping projects across civil infrastructure, engineering, and energy and services. We build differently; we build for the benefit of society, and we build the future of our teams.

About Mob Jobs

Mob Jobs is a 100% owned and operated First Nations business that provides specialised culturally safe employment pathways for First Nations people. We also offer a range of tailored corporate development services and training designed to improve organisations cultural capabilities and establish them as an employer of choice for First Nations jobseekers.

About the Role:

We are seeking an organised and proactive People & Culture Coordinator to join our team in Sydney. Reporting to the Deputy HR Manager, you will provide essential support across the employee lifecycle, ensuring smooth processes and exceptional experiences for our staff. This position offers exposure to a variety of HR functions, with a strong focus on onboarding, recruitment, diversity & inclusion, training, and compliance.

Key Responsibilities:

Recruitment

- Draft and post job advertisements for vacancies
- Prepare Position Descriptions in collaboration with hiring managers
- Manage recruitment campaigns through SuccessFactors and our internal platform (Boost)
- Coordinate our Alumni network aimed at engaging past employees for future career opportunities

Internal Mobility

- Support in the coordination of internal Group mobility (domestic and international)
- Ensure coordination with projects HR team to anticipate future demobilisation and reassignment options

Visa & Relocation Management

- Coordinate visa processes for new hires and current employees
- Support employees with relocation logistics and onboarding to Australia

Onboarding

- Manage onboarding tools (Argos & Workelo)
- Organise and deliver face-to-face induction sessions during employees' first week (both project and corporate staff)
- Follow up probation reviews with managers on project and for corporate staff

Offboarding

- Arrange and conduct exit interviews
- Ensure a smooth departure process for outgoing employees

Diversity & Inclusion



- Coordinate initiatives aimed at advancing diversity and inclusion within the company
- Support in the implementation and enhancement of our Reconciliation Action Plan (RAP)

Training Support & LMS Management

- Enrol employees into training programs
- Monitor attendance and completion of mandatory and optional trainings
- Provide logistical support for internal and external training sessions
- Support in coordination of internal and external training programs

Timesheet & Leave Management

- Monitor and check timesheet submissions and leave records
- Work with managers and HRBP to resolve discrepancies

Policy and HR administration

Support in maintaining HR documentation and performing administrative tasks as assigned

Process Improvement

Proactively identify opportunities for improving HR administrative processes and workflows and contribute ideas for increased efficiency and accuracy.

Additional Support

Provide backup and support for other People & Culture team members during periods of leave or high workload, ensuring continuity of HR services.

Skills & Experience Required:

- Previous experience in a People & Culture or HR coordination role preferred
- Sound knowledge of Australian employment practices and legislation
- Strong organisational and time management skills
- Excellent interpersonal and written communication abilities
- Proven ability to work confidentially and professionally
- Bachelor's degree or Diploma in HR, Business, or related field preferred
- Experience in Dayforce and/or SuccessFactors an asset.

Additional Requirements / Performance Measures / Benefits

- Supportive Team Environment
- Opportunities for Personal Development
- Diverse and Inclusive workplace culture

If you would like to know more about this role, please contact us at:

info@mobjob.com.au or 1300DEADLY (332 359)

