

POSITION DESCRIPTION



Human Resources Coordinator

People and Culture

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Vision

Building a Just Society

Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Position details

POSITION TITLE:	Human Resources Coordinator
PROGRAM:	People and Culture
LOCATION:	Central Office, Richmond
REPORTING RELATIONSHIPS:	This position reports directly to Manager, Human Resources and Payroll This position doesn't have any direct reports
EFFECTIVE DATE:	May 2026

Position Purpose

- Responsible for various HR activities throughout the employment lifecycle including recruitment through to offboarding
- Assist with the successful and efficient implementation of allocated projects across the Human Resources function with associated responsibility for planning, development and implementation of supporting, policy systems and roll-out

Program Purpose

Central Office

Jesuit Social Services engages with people from diverse backgrounds experiencing complex problems, including those associated with mental illness, substance misuse, family breakdown, offending behaviour, homelessness, unemployment, poverty and social exclusion.

Jesuit Social Services operates a range of programs for disadvantaged young people, families and communities from various operational sites.

People and Culture

People and Culture is responsible for human resources, learning, practice and development, quality, governance, payroll, and the Jesuit identity of the organisation and is located at Central Office

Duties of the position

- Work collaboratively with the HR team and wider organisation to provide support, coordination and administration to deliver a full range of HR services across all elements of the HR function as required.
- Maintain employee personnel files and records ensuring they are up to date and compliant with operational and legislative requirements and as required carry out analysis and generate management reports.
- Ongoing employment contract preparation, administration and monitoring so as to ensure employees are properly contracted and relevant documentation is properly executed and on file and legislatively compliant.
- Be the first point of contact for HR queries, escalate appropriately and follow up, including agreement and award interpretation and initial industrial relations/ employee performance issues.
- Provide ongoing support in the development and implementation of key strategic initiatives, projects, development of policies, procedures and other tasks as required.
- Assist the Manager, Human Resources and Payroll with WorkCover administration and return to work responsibilities.
- Provide back up support to the Volunteer Coordinator in relation to the administrative requirements of the role.

Key Selection Criteria

1. At least 2 years relevant HR experience or similar, with responsibility for all aspects of HR administration and coordination

2. Sound knowledge of contemporary HR process, understanding of HR legislation and familiarity with HRIS (Elmo is desirable).
3. Demonstrated ability to prioritise tasks to meet deadlines, use initiative, problem solve and manage conflicting priorities.
4. Demonstrated interpersonal skills, together with a demonstrated commitment to ongoing learning and growing a career within the HR profession.
5. Excellent attention to detail

Key Performance Indicators

- Queries acknowledged, responded to and resolved within two business days
- Up to date, accurate data and information available for management
- Quality control of HR employee files to ensure compliance of HR policies and procedures, accreditation standards, legislative requirements, organisational risk and governance procedures
- HR function acknowledged, accepted and valued within the organisation as a respected business partner

Key responsibilities of Jesuit Social Services Employees

Service delivery/ Practice Framework

- Engage and build positive and constructive relationships with internal and external stakeholders
- Deliver services consistent with shared services guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required.

Team work and supervision

- Work effectively as part of a team, contributing to group outputs
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities.

Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+

- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory
- Demonstrate an understanding the identity and ethos of Jesuit Social Services

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Proof of eligibility to work in Australia

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

Date: _____

Position Description Approved by:
Executive Director - Finance and Organisational Processes

Position Description Review Date:
May 2028