

# Amaze Position Description

| Position Title                         | Team                   |
|----------------------------------------|------------------------|
| Human Resources Coordinator            | Human Resources        |
| Reporting To                           | Award / Classification |
| Human Resources Manager                | SCHAD's Award Level 3  |
| Location                               | Effective Date         |
| 678 Victoria Street, Richmond VIC 3121 | October 2026           |

## About Amaze

Amaze is a leading autism organisation working to create a more autism-inclusive Australia where Autistic people and their families can live their best lives. For nearly 60 years, Amaze has supported Autistic people, families and carers, while working to improve the systems, environments and organisational practices that shape Autistic lives.

With national reach, Amaze is home to Autism Connect – Australia's national autism information, advice and referral service – providing free, trusted and evidence-informed support to people across Australia.

Through Amaze Inclusion, we work with employers, service providers, governments and community organisations to build capability and create more inclusive practices and environments across workplaces, education, health, services and other areas of community life.

Across our work, we provide information, advice, support and connection; increase public understanding and inclusion; influence policy and systems; and work with organisations and sectors to create practical and sustained change.

Our work is led by Autistic lived experience and informed by family and carer experience, research, practice evidence and the insights we gain through our direct connection with Autistic communities. This keeps our work grounded in what matters to Autistic people and helps us translate evidence and experience into meaningful change.

## Amaze: How We Work

At Amaze, we are committed to building an inclusive, respectful, and high-performing environment.

We believe that kindness, compassion, and trust are essential foundations for meaningful work.

We believe that true inclusion means supporting everyone to meet clear, consistent expectations and being accountable to each other and the communities we serve.

We set a high bar for the quality of our work and the way we show up for each other. That means:

- We hold ourselves and each other to agreed standards.
- We embrace honest, respectful feedback.
- We offer support generously, while staying firmly accountable for our own results
- We are clear about what success looks like, and we work together to achieve it.

## About The Team & Role Purpose

The support functions at Amaze are made up of four key teams – Finance, Human Resources, Organisational Operations, and Digital & Technical Operations – which ensure the organisation is supported and enabled to deliver services and achieve organisational goals. The Human Resources team builds Amaze's workforce capability across employees, managers and teams, through talent acquisition and retention, employee relations support, and the design and delivery of internal training programs, ensuring Amaze has the people, information and skills needed to deliver its objectives.

- The HR Coordinator plays a central role in the day-to-day delivery of the HR function, providing comprehensive HR administrative, coordination and advisory support across the employee lifecycle. Building on a solid foundation of coordination experience – including in recruitment, talent acquisition or a related HR discipline – the role works closely with the HR Manager to take on increasingly complex HR matters, exercising sound judgement across recruitment, onboarding and offboarding, learning and development, employee relations, workplace health, safety and wellbeing, and continuous improvement of HR practices. This is a practical, varied role involving significant engagement with a diverse range of internal and external stakeholders, and offers genuine scope to grow generalist and advisory HR capability.

## Organisational Relationships & Authority

**Direct Reports:** Nil

**Authority & Autonomy:** Tasks are generally guided by well-established procedures and methods, with judgement required to resolve problems of limited difficulty. Employees work under general supervision, with scope to organise their own activities and exercise some initiative in applying established procedures.

**Delegations:** Nil

## KEY RESULTS AREAS - What you'll be doing – Key Accountabilities d

### KEY RESULTS AREA 1 - Core HR Service Delivery



- **Accountability**

The end-to-end recruitment, onboarding, offboarding and day-to-day HR administration is delivered efficiently, professionally and consistently.

**Outcome**

- Recruitment processes (advertising, screening, interviews, reference checks) are coordinated professionally, and hiring managers are well supported throughout.
  - New employees have a positive, well-coordinated onboarding experience, and exits are managed smoothly through structured offboarding.
  - Routine employee and manager queries, the LMS, HR inbox and HR administrative tasks (reporting, org charts, data entry) are triaged and managed accurately and on time, with complex matters escalated appropriately.

**KEY RESULTS AREA 2 - Compliance & Risk Management**

- **Accountability**

HR compliance obligations are proactively identified, tracked and met across the employee lifecycle, minimising risk to Amaze.

**Outcome**

- Mandatory training (compliance, WHS, legislative), background checks (National Police Check, Working with Children Check), probation periods and contract milestones are tracked and actioned ahead of key dates.
  - HR policies, procedures and templates are reviewed and updated to remain current with legislative and regulatory requirements.
  - HR records and systems (digital) are maintained accurately, confidentially and in line with compliance obligations.

**KEY RESULTS AREA 3 - Employee Experience, Culture & Support**

- **Accountability**

Employees and managers receive timely, sound and sensitive HR advice and support, and Amaze's culture, engagement and inclusion initiatives are actively supported.

**Outcome**

- Staff and managers receive practical, well-judged guidance on HR policies and employee matters, with sensitive or complex issues escalated appropriately to the HR Manager.
  - Culture and engagement initiatives (the HR Update newsletter, the Employee Engagement Survey, and Inclusion Working Group activities) are coordinated and contribute to a positive workplace experience.
  - Trusted, positive relationships are built across the organisation, with communication adapted to the audience, including Autistic staff, families and community stakeholders.

**KEY RESULTS AREA 4 - Continuous Improvement & Projects**

- **Accountability**



HR systems, processes and role documentation evolve to reflect best practice and organisational needs, with the HR Coordinator contributing to broader HR and organisational initiatives.

### **Outcome**

- Position description reviews and HR process improvements are initiated and coordinated, keeping documentation and practice current.
  - Analytics, reporting and insights (training completion, Employee Engagement Survey, workforce data) inform decision-making and action planning.
  - The HR Coordinator contributes to project or program-based initiatives (e.g., DEI programs, systems implementation) as assigned, applying sound judgement and initiative.

### **General Responsibilities - All Employees**

#### **All employees are expected to:**

- Work in accordance with Amaze's values, policies, procedures and reasonable workplace requirements.
- Take reasonable care for their own health and safety and that of others, and identify and report hazards, incidents and concerns appropriately. Protect confidential, personal and organisational information and use Amaze systems and resources appropriately.
- Complete mandatory training and other organisation-wide requirements relevant to their role.
- Contribute to a respectful, inclusive and collaborative workplace.
- Actively participate in all-staff meetings, mandatory organisational training, and events.

### **What You'll Need to Succeed**

#### **Qualifications and Experience**

- Tertiary qualifications (or working towards) in Human Resource Management, Business, Commerce or a related field, and/or equivalent demonstrated experience.
- Experience in an HR Coordinator/Administrator, People & Culture Coordinator/Administrator, or Talent Acquisition/Recruitment Coordinator role, with a track record of managing end-to-end HR processes.
- Experience researching, interpreting and applying legislative obligations, frameworks or methodologies to practical HR contexts.

#### **Knowledge**

- Knowledge of foundational human resource management practices, with the confidence to apply them autonomously and a genuine interest in progressing toward broader generalist and advisory HR responsibilities.
- Working understanding of industry best practice and modern HR functions, and the ability to identify where and how these should be applied.
- Foundational knowledge of State/Territory and Federal employment relations, anti-discrimination and equal opportunity, and occupational health and safety legislative frameworks.
- Autistic community focused, with knowledge of, or a genuine commitment to developing, respectful and informed communication with Autistic people, their families and carers.



## Capabilities

- Communicates effectively, listens sensitively, and adapts communication to the needs of the audience.
- Ability to meet and exceed internal and external customer needs whilst cultivating relationships that secure commitment and trust.
- Ability to work autonomously as well as part of a team, achieving effective, productive and collaborative relationships across the organisation.
- Action-oriented, with the ability to logically plan, organise and prioritise multiple projects and to meet deadlines with competing priorities.
- Intermediate skills in the use of Microsoft Office, CRMs, SharePoint and other digital technology, or the ability to rapidly acquire this knowledge.
- High level of maturity and integrity, with personal drive and determination to deliver work on time and to a high standard.
- Fosters an inclusive workplace where diversity and individual differences are accepted and valued.
- Ability to demonstrate alignment with the Amaze values: Community Centric, Collaboration and Partnership, Constructive and Solutions Focused, Determination and Independence, Evidence Informed and Outcomes Driven, and Strengths Based.

## Inherent Requirements of The Role

Amaze provides reasonable adjustments to its employees and will accommodate individual needs, where practicable.

This role is an office-based and/or a position that requires engagement with stakeholders and community, and some aspects of the role are non-negotiable.

For this role, candidates will be required to:

- work in an open plan environment when working from the office, and/or
- complete sedentary desk work at a computer, and/or
- work collaboratively as part of a team, and/or
- communicate via phone, through video meetings, or in-person, and/or
- attend all-staff meetings, mandatory organisational trainings and events, and/or
- concentrate for extended periods of time, with support if required, and/or
- change tasks on request with little to no warning.