

Position Description



Title	Human Resources Connect Coordinator
Business Unit	People & Culture
Location	Melbourne CBD
Employment type	Full Time / Max-term
Reports to	Manager, Human Resources Connect

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

The HR Coordinator will work in conjunction with the team and managers to deliver and implement effective and efficient human resources service centre functions such as HR administration, advice & support, people data management and HRIS system support for employees, and parts of volunteer and carer lifecycle functions.

This position will also provide excellent customer service ensuring a high level of support, guidance and advice to all levels of the organisation in managing their People & Culture needs including being the first point of contact for queries relating to policies, life cycle processes and system questions or issues and escalation as required.

This role will work collaboratively with Business Partners and dedicated program teams ensuring end to end people and culture support.

3. Scope

Budget: Nil

People: Nil

4. Relationships

Internal:

- People Managers
- People & Culture team
- Payroll team
- Senior Leadership Group
- Employees, volunteers, carers, students and contractors

External

- Candidates
 - System vendor/s
-

5. Key responsibility areas

Support and advice

- Provide timely and relevant advice and support to the workforce.
- Act as first point of call for all questions relating to People and Culture policies and procedures, referring to Business Partners or Manager was required
- Maintain knowledge of current employment legislation, industry standards and leading practice
- Provide advice on systems such as USS, e-recruit and HRIS
- Maintain knowledge of current policies, protocols and procedures.

Recruitment, selection and on-boarding

Support the administration process for recruitment, selection and on-boarding, in particular:

- Support advertisement development
- Shortlist applications for large recruitment prior to hiring manager as required
- Organise interviews for short listed applicants, including arranging the interview date, panel, rooms and interview schedule as required in consultation with the hiring manager
- Complete pre-employment checks for preferred candidates in a timely manner
- Maintain the recruitment filing system, including records on unsuccessful applicants
- Support recruitment of volunteers and carers as per above, as required

Lifecycle administration

- Ensure new starter processes are followed and recorded, including ensuring all details are accurately recorded on HRIS
- Maintain the personnel records and ensuring all are kept up to date
- Coordinate the recruitment, onboarding, variation and separation administration processes for employees, volunteers and carers
- Create and maintain employee and volunteer personnel files including entering new starters, position management and variations on HRIS
- Provide support and troubleshooting to managers and staff on Uniting Self Service
- Maintain position workflows on HRIS
- Monitor and administer all employee, volunteer and carer safety screening both pre-employment and throughout tenure. For example: National Police Checks, Working with Children Checks, mandatory qualification renewals (AHPRA or VIT etc)
- Monitor the general enquiry HR and volunteer mailboxes and provide advice, guidance and support to managers and the workforce on a range of issues including employment conditions and entitlements
- Provide administration and project support where directed by the HRC Manager
- Undertake audits and identify errors or inconsistency and recommend changes

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

6. Person specification

Qualifications

Tertiary qualification in human resources or a related discipline; or relevant professional experience

Experience

- Experience as a HR Administrator or Coordinator in a large not for profit organisation (preferred)
- Experience understanding awards and agreements and providing general advice
- Understanding of the application of policies and procedures
- Able to show initiative within a team environment and work unsupervised
- Strong written and verbal communication skills
- High level of attention to detail and ability to prioritise and multi-task
- An understanding of, and complete commitment to confidentiality
- Well-developed understanding and experience in delivering recruitment and selection processes
- Understanding of HRIS and e-recruitment systems and workflows (Page Up and Pay Global preferred)

Core selection criteria

- Values alignment: ability to demonstrate and authentically promote Uniting's values
- Previous experience in administration/customer service within HR/Recruitment environment
- Experience with system/database administration and the ability to analyse and interpret information
- Ability to prioritise multiple tasks and complete work accurately and on time
- High attention to detail
- Strong MS Office and data entry skills
- Effective interpersonal communication skills (written and verbal)
- Strong customer service focus

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

Approved by: Head of P&C	Page 3 of 4	Division: People & Culture
Date Approved: April 2021	Printed copies of this document are not controlled.	Next Review Date: April 2022

8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:		
Signature:		
Date:		