



## POSITION DESCRIPTION

<b>Position Title:</b>	Human Resources Coordinator
<b>Department:</b>	Business Services Unit
<b>Date:</b>	March 2021
<b>Reporting To:</b>	Human Resources Manager
<b>Positions Reporting to this role:</b>	Nil
<b>Internal Liaisons:</b>	All staff, contractors, volunteers
<b>External Liaisons:</b>	Applicants, students, recruitment/training/HR service providers, Government Organisations

### Company Overview

The Infants' Home Child and Family Services is a dynamic community-based organisation, with a long tradition and strong sense of contemporary pathways focussing on best practice and research initiatives. We provide integrated early childhood services in an inclusion ethos wherein 30% of our services are targeted to children and families experiencing a range of additional support needs.

The values of The Infants' Home Child & Family Services are integrity, diversity, collaboration and innovation. Central to the work of all staff is ethical practice, which includes:

- Demonstrating mutual respect for colleagues, children, families and management
- Maintaining confidentiality of information
- Using open and honest communication
- Being a supportive member of the program team and the organisation

### Purpose/Key Objectives

- Provide day-to-day HR coordination/administrative support and contribute to the long term development of the Human Resources function
- Focus on the operational administration of systems and processes and on achieving compliance with relevant legislation and regulations
- Student placement program coordination

### Responsibilities:

#### 1. Administration

- Maintain, update and archive HR filing system/s, hard copy and electronic – create, update and archive new, existing and terminated employee details/files
- Maintain HRIS data integrity, including audits on an annual basis
- Assist with recruitment processes, including placing internal and online advertisements, correspondence to applicants, general enquiries, organising interviews, conducting interviews
- Coordinate the new starter and on-boarding processes for all staff including producing letters of offer and new start packs, facilitate working with children verification checks, organise medicals, organise orientation packs and assist with inductions
- Coordinate workers compensation case administration and assist with communications
- Coordinate group training (compliance and other) preparation and maintain records, as required
- Coordinate all processes of the Student Placement program
- Maintain and update policies, processes, position descriptions, staff lists and HR documents
- Assist with drafting and compiling Standard Operating Procedures

- Assist with WHS processes and documentation
- Assist with preparation of staff events, as applicable
- Assist with the exit and off-boarding processes for all staff
- Relieving general Reception from time to time, as required
- Assist in the coordination of the company archiving processes as required

## 2. Professional Conduct

- Exercise due care, skill and judgement and act at all times in accord with applicable professional ethics, principles, legislation and standards
- Work at all times within the guidelines of policies and procedures of The Infants' Home
- Promote the understanding and application of diversity

## 3. Compliance and Organisational Requirements

Ensure activities within the area of responsibility comply with:

- National law and regulations
- Work Health and Safety legislation
- National Quality Standards
- Early Years Learning Framework
- Child Protection Legislation
- The Infants' Home vision, mission, policies, procedures and strategic goals

## 4. Risk Management

- Follow policies and procedures to ensure compliance
- Maintain a safe, healthy and clean environment
- Identify hazards and take action to remove these hazards
- Ensure that all of the Work Health and Safety requirements are met
- Identify risks and report them in a timely manner

## 5. General

- Carry out all duties, responsibilities and specific tasks related to the role as well as specific duties allocated by the Human Resources Manager, CEO

## Essential Criteria

### Qualifications/Experience

- At least one (1) years' experience in HR administration or in a similar position
- A degree or diploma in HR management and/or **have completed more than 50% of the course**
- A valid NSW Working with Children Check
- Unrestricted working rights in Australia

### Knowledge, Skills and Attitude

- Basic knowledge of HR management
- Sound knowledge of the Modern Award system and National Employment Standards
- Sound knowledge of work health and safety legislation (NSW)
- A strong desire to learn and the ability to be flexible
- Excellent customer service skills coupled with high attention to detail and accuracy
- Excellent communication skills, both written and verbal
- Strong organisation and time-management skills
- Advanced IT literacy and the ability to learn new skills quickly
- Confidentiality and data privacy
- Ability to prioritise workload

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I have read and agree to undertake the duties as outlined:

\_\_\_\_\_

Name

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Signature

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Date