

POSITION DESCRIPTION



the infants' home
CHILD & FAMILY SERVICES

Position Title:	People & Culture Coordinator
Department:	People & Culture (BSU)
Date:	March 2023
Reporting To:	Human Resources Officer/People & Culture Business Partner
Internal Liaisons:	Staff and Managers
External Liaisons:	Employment Relations Advisors, Insurance Companies (EML/icare), Educational Institutions, Recruitment Agencies, Rehabilitation Services, Candidates, Online Employment Platforms, Government Agencies, Outsourced IT Provider (Virtuelle Group)

Company Overview

The Infants' Home Child and Family Services is a leading provider of high quality early childhood education and care, allied health and early intervention services for children and families. For almost 150 years the key focus of our work has been supporting families and children experiencing hardship or vulnerabilities to make a more positive future. As one of Australia's most established charitable organisations, The Infants' Home is embarking on an exciting new phase as we head towards our 150th year in 2024.

Purpose/Key Objectives

The People & Culture Coordinator contributes to the achievement of our vision by helping us deliver a positive employee experience culture that is reflective of contemporary practices and in line with the current employment regulatory landscape.

Responsibilities:

1. Recruitment

- Collaborate with hiring managers, draft and place job advertisements
- Assist with shortlisting and conduct initial phone screening, and respond to candidate queries
- Identify the interview panel and arrange interviews (on-site/remote)
- Conduct reference checks
- Liaise with the successful candidate(s)
- Collect personnel information and relevant qualifications in preparation for the onboarding process
- Assist in management, tracking and responding to recruitment enquiries received via the Careers email inbox

2. Onboarding/Orientation and Off-boarding

- Coordinate the onboarding process, including orientation
- Share relevant employment documents with Payroll
- Organise IT access, name badge
- Ensure new starter is properly set up in Humanforce (HRIS platform)
- Liaise with the hiring manager to ensure the new starter have all the equipment and tools of trade on or before commencement of employment

- Coordinate induction meetings – individual leadership, HR/Payroll, Group, Pre-employment medicals
- Conduct routine check-ins with new starter
- Execute the offboarding process – draft exit letters, conduct exit meetings and interviews

3. Workers Compensation/Workplace Incident Management

- Incident management – ensure receipt of completed staff incident forms, conduct investigations, notify icare of injury, well-being check-ins
- Coordination of worksite reviews
- Collaborate with Rehabilitation Consultants to design suitable return-to-work plans
- Update managers on injury status and progress
- Attend medical case conferences
- Register all staff/adult incidents in Camms.Risk (Risk Management Software), including on-going maintenance of active incidents

4. People Services

- Assist in management, tracking and responding to general enquiries received via the HR email inbox
- Active engagement with the workforce, fortnightly check-ins with managers
- Proactively identify, consult and collaborate process/system improvements and digitalisation wherever possible
- Maintain people and culture related content on the intranet, including the staff contact list
- Assist with the coordination of our Employer of Choice/employee experience program and initiatives

5. Data Maintenance and Reporting

- Maintain confidential accurate employee data in various systems – Humanforce and Local Drive
- Contribute to monthly CEO reporting
- Assist with the preparation of adhoc reports, analyse data and provide insights and make recommendations
- Maintain and update organisational charts

6. Professional Conduct

- Exercise due care, skill and judgement and always act in accordance with applicable professional ethics, principles, legislation and standards.
- Always work within the guidelines of policies and procedures of The Infants' Home.
- Identify and attend relevant continuing education and professional development opportunities.
- Promote the understanding and application of diversity.

7. Compliance and Organisational Requirements

Ensure activities within the area of responsibility comply with:

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| • National law and regulations | • Industrial instruments |
| • Work Health and Safety legislation | • Common law |
| • National Quality Standards | • NSW Workers Compensation Act 1987 |
| • Early Years Learning Framework | • Workplace Injury Management and Workers Compensation Act 1998 |
| • Child Protection Legislation | • Long Service Leave Act 1955 |
| • The Infants' Home vision, mission, policies, procedures and strategic goals | • Privacy Law |
| • Legislation (federal, state and territory laws) | |

8. 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 Work Health and Safety requirements are met
- Identify risks and report them in a timely manner

9. General

- Carry out all duties, responsibilities and specific tasks related to the role as well as specific duties allocated by the Human Resources Officer/People & Culture Business Partner and/or the CEO.

Essential Criteria

- Proven work experience in a HR/People & Culture capacity
- Tertiary qualification in human resources or a related discipline
- Sound generalist knowledge and experience across employee relations, recruitment and workers compensation
- Strong organisational and time management skills, ability to prioritise to meet competing deadlines
- Effective interpersonal and communication skills (both written and oral) with the demonstrated ability to establish and maintain effective relationships with diverse stakeholders
- High level of discretion, diplomacy and sensitivity when dealing with confidential matters
- Self-motivation, diligence, flexibility, and the ability to work autonomously and as part of a team.
- Strong IT literacy

Please note, all employees at The Infants' Home are required to have unrestricted working rights in Australia, a valid NSW Working with Children Check and up-to-date COVID-19 vaccinations.

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

Name

Signature

Date