

Position Description

Role Details

Role:	HR Coordinator
Reporting To:	Director – People, Quality & Systems
Work Location:	Inner Sydney
Status:	Permanent Part-Time 0.8FTE (28 hours per week)
Award Classification:	Level 5.1 Annual rate of \$78,863, pro rata \$63,090 for 0.8FTE (plus superannuation and salary sacrificing) Social, Community, Home Care & Disability Services Award 2010

Role Purpose

The HR Coordinator contributes to the effective functioning of PWDA and its operations by taking accountability of generalist HR activities and coordinating day-to-day HR and learning and development processes. The HR Coordinator will also support and contribute to organisational development activities such as culture and performance.

Success measures in this role include:

- Efficiency in completing HR transactional activities (eg, contracts of employment, variations, performance reviews).
- Timeliness and effectiveness in managing HR issues.
- Compliance with employment regulations including reasonable adjustment.
- Currency of HR policies and procedures.
- Accurate and up-to-date HR records.
- Contribution to team dynamics.

Accountabilities and Main Duties

Recruitment

- Develop and maintain efficient recruitment procedures.
- Work with recruiting managers to determine the skills and capabilities required and draft position descriptions, job advertisements and interview questions.
- Coordinate recruitment activities, placing job advertisements, overseeing shortlisting activities, convening selection panels and booking interviews.
- Conduct and document reference checking, as agreed with recruiting managers.
- Manage completion of probity checks such as Working With Children Checks and national police checks and maintain registers.

Employment Conditions

- Draft contracts of employment and contract variations.
- Assist with the provision of salary sacrifice benefits.
- Provide advice regarding terms and conditions of employment, leave management, award and EBA interpretation.
- Coordinate communication and record keeping with payroll.
- Assist with processes for renegotiating and updating of the Enterprise Agreement.
- Coordinate requests for reasonable adjustment.
- Manage staff grievances in consultation with relevant managers.
- Manage record keeping for all employment-related records (staff database and personnel files).
- Maintain currency of HR policies and procedures.

Performance Management

- Manage induction and orientation processes for new starters.
- Coordinate probationary review processes and records.
- Manage processes and records for performance appraisals.
- Work with line managers to determine professional development needs.
- Coordinate compliance related training providers and organise training events.

Volunteer Coordination

- Manage processes for recruiting volunteers and identifying appropriate opportunities for them.
- Provide general oversight of volunteers and their activities.
- Implement volunteer engagement activities.

Workplace Health & Safety

- Maintain policies and procedures for workplace health and safety.
- Oversee WHS processes such as incident reporting and hazard identification.
- Work with the payroll function regarding any workers compensation matters.
- Coordinate injury management and return to work processes.
- Provide assistance as required to the Governance & Compliance Coordinator on WHS committee processes including meetings and election of members.

Organisational Participation

- Keep abreast of developments in the disability sector and best practice in human resource management.
- Comply with PWDA policies and procedures, as varied from time to time.
- Participate in organisational activities such as staff meetings, planning meetings and team development initiatives.
- Undertake other duties as directed within the scope of this role.

PWDA reserves the right to alter this position description from time to time in accordance with the needs of the organisation

Selection Criteria

Essential

1. Tertiary or vocational qualifications in human resources
2. Around 5 years' experience in a generalist HR role
3. Experience and / or commitment to lead best practice employment practices for people with disability
4. Strong knowledge of employment legislation, awards and regulations
5. Good working knowledge of workplace health and safety
6. An energetic work style focussed on delivery through sound prioritisation skills and commitment to deadlines
7. Strong written communication skills
8. Excellent interpersonal skills, with a consultative and collaborative style
9. Good attention to detail
10. Excellent knowledge of Microsoft packages including Word, Excel, and Outlook

Desirable

1. Personal or family experience of disability.
2. Previous experience in the community services sector or government sector.

Other Job Requirements

- Working with Children Check
PWDA is a registered employer under the Child Protection (Working with Children) Act, 2012. The successful applicant must be approved under the Working with Children Check prior to taking up appointment.
- NSW Police Check
PWDA receives funding from NSW Department of Families and Community Services (FACS) under the Disability Inclusion Act 2014. The successful applicant must be approved under the NSW Police Check prior to taking up appointment.
- Six-month probationary period.

Application Processes

Contact:

Phone: (02) 9370 3100 or 1800 422 015

TTY: 1800 422 016

Email: carol@thehumanequation.com.au

For more information about this role, please contact Maja Bulut, Business Operations Manager, using the contact details above.

Submit your application by email to carol@thehumanequation.com.au. If you need to submit your application in an alternative format, please contact us using the contact details above or recruitment@pwd.org.au.

Please include the following in your application:

- Your full resume.
- A letter outlining how you meet the selection criteria and why you are interested in the role (around 2 pages is sufficient).
- 2 referees contact details (note, we will not contact your referees without consulting you first).

Applications close 9 am Monday, 25 February 2019

PWDA is a proud employer of people with disability, and people with disability are strongly encouraged to apply for these positions. We are an EEO employer and we embrace the diversity of our people, such as diversity in disability, race, cultural background, ethnicity, age, gender identity, sexual orientation or intersex status.