

Position Description

Job Title:	HR Coordinator
Department:	Human Resources (HR)
Section:	Director of Corporate
Directly Reports to:	Services
Location:	UNSW Campus, Kensington
Date Revised:	October 2020

PRIMARY OBJECTIVE

The primary focus of the HR Coordinator role is to provide accurate, timely advice and administrative support on a range of HR matters across the organisation, whilst promoting a positive and inclusive culture.

KEY TASKS

- Recruitment – End to end including, position description creation, advertising, interviewing, reference checks and hiring;
- Lead the on-boarding and online induction process for new starters and monitor probationary periods;
- Lead and maintain all HR policies and procedures to ensure compliance with legislation;
- Monitor and report on the online performance review cycle including communications, and provide guidance to employees and managers in preparation and execution of reviews;
- Facilitate regular employee feedback mechanisms including the annual Climate and Culture Survey;
- Program and deliver Arc's Development Initiatives program;
- Ensure Human Resources legal compliance by monitoring applicable state and federal legislative requirements and ensuring appropriate strategies, record keeping and administration;
- Foster and embody Arc's organisational culture whilst developing strategies for rewarding employee performance including the organisation of appropriate social events;
- Assist managers and employees to solve HR related issues;
- Support all matters relating to Work Health and Safety ensuring legislative compliance;
- Process any workers' compensation claims;
- Provide accurate, timely reports (HR Metrics, WGEA, WHS and ad hoc);
- Ensure wage payments comply with relevant legislation;
- Provide back up to the current payroll function as required;
- Actively champion the Diversity and Inclusion initiatives;
- Contribute to the continuous improvement of HR systems and practices;

- Comply with Arc Workplace Health and Safety (WHS) policy and procedures to actively participate in the achievement of a safe working culture;
- Demonstrate and promote behaviours in accordance with Arc@UNSW values and Code of Conduct;
- Actively engage and promote fair and equitable workplace practices and behaviour to ensure discrimination-free workplace in accordance with legislative requirements.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

SELECTION CRITERIA

- HR experience at similar level
- Experience and knowledge across the breadth of key Human Resource functions including recruitment, payroll, workplace agreements, negotiation, employment legislation and workforce development
- Demonstrated experience engaging with cross functional teams and colleagues
- Passion for understanding and driving a positive culture throughout a diverse workplace
- Knowledge of contemporary HR trends and practice
- Experience in managing WHS and workers compensation
- Demonstrated focus in delivering services, including the ability to anticipate and resolve problems with practical and positive solutions taking into account the needs of the business
- Ability to work autonomously
- Demonstrated ability to create and maintain enduring and valuable relationships
- Interpersonal and communication skills with a strong attention to detail
- Strong ethics and professional work attitude
- Alliance with Arc values and workplace culture
- Experience working within Human Resource software systems and a high level of competence in Microsoft Office Packages

REPORTING RELATIONSHIPS

The HR Coordinator reports to the Director of Corporate Services.

Key Relationships:

- Payroll Officer
- Management Team
- Arc Staff
- UNSW Staff & Students
- External Suppliers as required

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.