

Human Resources Coordinator

Position Description



Reporting HR Manager	Location Kalimna	Hours Full time	Contract Ongoing	Reports TBA	Job Level Coordinator
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Role Purpose

This role will support the Human Resources Manager (HRM) across all Human Resource activities and strategies including administrative tasks. You will assist the HRM on several initiatives such as: performance management, people development, health, safety and wellbeing, recruitment, manager coaching and education and communication.

Reporting to the HRM, this role will support the needs of all GLaWAC staff and will collaborate on continuous improvement initiatives and key regional projects that will assist in the achievement of GLaWAC's People Strategy.

This role will understand, support, and protect the further development of Gunaikurnai Traditional Knowledge, values, and culture by sharing knowledge with agencies and community.

The Role

 <p>Provide intensive administrative support. Data collation. All preparative work to support all aspects of Human Resources. Review & update of current documents</p>	 <p>Role model appropriate behaviors and attitude for the workplace environments. Provide informal and/or intensive support for all staff as required.</p>
 <p>Assist with all aspects of Recruitment including preparation; review and update of position descriptions; collating resume information for assessments; phone calls to applicants to understand their goals.</p>	 <p>Provide flexible approaches to support and address the training needs of all staff. Assist with organising requested training. Recording potential and completed training..</p>
 <p>Provide data for Board Reports. Assist with the collection of all information for subsidies. Assist with Health & Wellbeing programs. Develop strong external partnerships.</p>	 <p>Other duties as required Always demonstrates GLaWAC values Requirement to undergo vaccinations Observe confidentiality guidelines.</p>

Essential Requirements

- Commitment to complete mandatory training
- Current Victorian Manual Driver's Licence
- Requirement for 3 x Covid-19 vaccinations
- Mandatory random Drug and Alcohol Testing (Policy Agreement)
- Pre-employment Fitness Testing
- Working With Children Check
- Police Check

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Other Requirements

- 3 years demonstrated experience in generalist Human Resources activities
- Ability to comfortably interact with all levels of employees, including crew team members through to executive leadership.
- Excellent time management skills (prioritising and following-up).
- Ability to work on multiple projects simultaneously, maintaining momentum, and managing to project due dates.
- Proficient in MS Office, Excel and Learning Management Systems (LMS).
- Excellent project management skills.
- Demonstrated high level judgment experience in problem solving and decision making.
- Availability to invest time and effort in the mentoring relationship and fulfill the agreed commitments
- Excellent communication and listening skills to engage with staff, community and stakeholders and provide customer focus
- Proven ability to work effectively as an individual or as part of a team
- Ability to follow directions and work in a safe manner at all times
- Positive, supportive attitude
- Maintain confidentiality at all times
- Manage your own time and set priorities
- The ability to recognise and encourage potential in others
- Ability to give and receive constructive and honest feedback

Core Leadership Capabilities

1. Cohesive - have each other's backs
2. Cultural - have the REAL conversations
3. Courageous - Be respectful and safe
4. Persistent - Be committed to the purpose and lead by example