

Human Resources Coordinator



Position Description

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


Role Purpose

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


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




Provide intensive administrative support. Data collation. All preparative work to support all aspects of Human Resources. Review & update of current documents




Role model appropriate behaviors and attitude for the workplace environments. Provide informal and/or intensive support for all staff as required.




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.



Provide flexible approaches to support and address the training needs of all staff. Assist with organising requested training. Recording potential and completed training..



Provide data for Board Reports. Assist with the collection of all information for subsidies. Assist with Health & Wellbeing programs. Develop strong external partnerships.



Other duties as required
Always demonstrates GLaWAC values
Requirement to undergo vaccinations
Observe confidentiality guidelines.

Essential Requirements

- Commitment to complete mandatory training
- Current Victorian Manual Driver's Licence
- All Current 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

- Availability to invest time and effort in the mentoring relationship and fulfill the agreed commitments
- Knowledge and experience in basic computer use
- Good communication and skills to engage with staff, community and stakeholders and provide customer focus
- Good listening skills
- 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
- Do not engage in gossip
- 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