

POSITION DESCRIPTION

POSITION:	Coordinator People and Culture
AREA:	People and Culture
REPORTS TO:	Manager People and Culture
DIRECT REPORTS:	Nil
POSITION STATUS:	Full Time
CLASSIFICATION:	LEVEL 3

RURAL WORKFORCE AGENCY, VICTORIA LIMITED (RWAV)

RWAV creates sustainable health workforce models that support Victoria's rural, regional and Aboriginal communities. We draw on trusted relationships, smart data and best practice to establish models that are capable, connected and tailored to the communities they serve.

OUR MISSION

Develop and deliver solutions to enhance rural, regional and Aboriginal communities' access to health workforce

OUR VALUES

It is integral for all of our employees to share in our values of **respect, trust, accountability, collaboration** and **innovation**.

YOUR ROLE

The primary function of your role as the Coordinator People and Culture is to take ownership of the administration and coordination aspects of the People and Culture function, with a focus on quality, continuous improvement and customer service. The role is responsible for coordinating all elements of the employee lifecycle including: recruitment and selection, on-boarding and off-boarding, employee queries and projects.

KEY RESPONSIBILITIES

Recruitment and On-Boarding

- Co-ordinate and work with managers to facilitate, end to end recruitment (internal and external campaigns) including revision of job descriptions, advertising, candidate application management, tracking, selection, on boarding and induction programs.

- Implement a range of appropriate and cost-effective recruitment advertising activities to attract suitable candidates.
- Facilitate new employee documents and administration to payroll.
- Coordinate the induction program for new staff.
- Advise managers of current probation policies and procedures and coordinate reviews, providing advice where necessary on issues as raised.
- Seek on boarding feedback from new employees and proactively assist with resolving any issues.

WHS

- Assist with the development and maintenance of all OHS related, forms, templates and guidelines.
- Collect, record and report all Incidents/Injuries.
- Coordinate First Aid, Fire Warden, Contact Officer and related OHS training and maintain records.

Performance management:

- Assist in the coordination of the annual performance planning and review process.
- Advise staff and managers on current processes, policies, forms etc. required for the performance management program.

Training and development:

- Assist in identifying and coordinating staff training requirements.
- Liaise with external training providers to facilitate cost effective, efficient delivery of training services when required
- Ensure the appropriate records are kept with respect training and professional development.

General Support:

- Provide advice to staff and managers regarding People and Culture policies, procedures, guidelines and documentation.
- Proactively develop, update and maintain correspondence, letters, documentation, forms, templates etc. to ensure we implement and maintain best practice HR procedures and compliant records management.
- Coordination and administration of all HR forms, templates and standard letters required in HR.
- Contribute to the development, implementation and communication of People and Culture policies, procedures and forms.
- Show initiative and attention to detail, discretion and confidentiality in relation to staff employment information and issues.

HR and Payroll Administration

- Work with the Finance team to streamline transactional HR and payroll activities.
- Provide timely and accurate assistance as required.
- Develop and utilise HR/Payroll reports to meet RWAV's requirements.
- Review, establish and maintain effective administrative processes and systems.

Continuous Improvement

- Build sustainable, professional relationships with stakeholders at various levels, encouraging and supporting workplace harmony.
- Contribute to and assist with the development and implementation of projects, programs and reporting.
- Other duties as directed by the Manager People and Culture or CEO.

Corporate Support

- Other corporate support duties as may be directed by the Manager People and Culture.

SELECTION CRITERIA

Essential

- Tertiary qualifications in Human Resources, or a related field.
- Previous experience in a HR Coordination/Advisor role, including experience in coordinating all aspects of the HR function.
- An intermediate level of proficiency in the MS Office suite. Experience in Microsoft Visio would be advantageous.
- Previous experience in maintaining Human Resources Information Systems.
- Ability to plan and organise workload with minimal instruction.
- Ability to prioritise competing demands, manage time well and exercise judgment and initiative;
- Highly developed communication skills, both written and verbal.
- Ability to maintain strong and effective stakeholder relationships.
- A demonstrated understanding of the privacy requirements and the sensitivities of working with confidential information;

REVIEWED	August 2020
CONDUCTED BY	Manager People and Culture
APPROVED BY	Chief Executive Officer
NEXT REVIEW	August 2021

As occupant of the position I have noted the role and primary responsibilities as detailed in this document.

Employees Signature: -----

General Manager's Signature: -----

Date:
