

## Position Description



**POSITION TITLE**            **Senior Human Resources Coordinator**

**PROGRAM**                    **Business Support Services**

**STATUS**                      **Full time or part time negotiable**

**REPORTING TO**            **Manager, Human Resources**

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### 1. JESUIT SOCIAL SERVICES OVERVIEW

#### **Our Vision**

Building a Just Society

#### **Our Mission**

Standing in solidarity with those in need, expressing a faith that promotes justice.

#### **Our Purpose**

We work to build a just society where all people can live to their full potential - by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

#### **Our Values**

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

#### **Who we work with**

We are part of and work with:

- Those most in need - individuals, families and communities
- The broader communities in which we live
- The decision-makers, service providers and institutions that affect us

#### **What we do**

We strengthen and build respectful, constructive relationships for:

- Effective services - by partnering with people most in need and those who support them to address disadvantage
- Education – by providing access to lifelong learning and development
- Capacity building – by refining and evaluating our practice and sharing and partnering for greater impact
- Advocacy – by building awareness of injustice and advocating for social change based on grounded experience and research
- Leadership development – by partnering across sectors to build expertise and commitment for justice

## **2. PROGRAM BACKGROUND**

### **Central Office**

Jesuit Social Services engages with people from diverse backgrounds experiencing complex problems, including those associated with mental illness, substance misuse, family breakdown, offending behaviour, homelessness, unemployment, poverty and social exclusion.

Jesuit Social Services operates a range of programs for disadvantaged young people, families and communities from various operational sites.

### **Business Support**

Business Support is responsible for financial administration, human resources, and operations of Jesuit Social Services and is located at Central Office.

## **3. KEY OBJECTIVES OF THE POSITION**

The key objective of this position is:

- 3.1 Responsible for input into the development of HR Policy so as to ensure the organisational policies are compliant, contemporary and meet the organisation's needs
- 3.2 Assist with the successful and efficient implementation of allocated projects across the Human Resources function with associated responsibility for planning, development and implementation of supporting, policy systems and roll-out, including implementation of a Human Resources Information System (HRIS).
- 3.3 Advance the HR projects that have been identified in operational plans to support the organisational strategy.

## **4. DUTIES**

- 4.1 Be the first point of contact for all HR queries, escalate appropriately and follow up, including agreement and award interpretation and initial industrial relations/employee performance issues.
- 4.2 Work collaboratively with the HR team and wider organisation to provide support, coordination and administration to deliver a full range of HR services across all elements of the HR function as required.
- 4.3 Responsible for monitoring authorisation throughout the recruitment process, reviewing position descriptions and posting job ads.
- 4.4 Maintain employee personnel files and records ensuring they are up to date and compliant with operational and legislative requirements and as required carry out analysis and generate management reports.
- 4.5 Ongoing employment contract preparation, administration and monitoring so as to ensure employees are properly contracted and relevant documentation is properly executed and on file and legislatively compliant.
- 4.6 System Administration, coordination and maintenance of accurate employee records in the Learning Management System (Sentrient) and HRIS (Elmo).

- 4.7 Maintain, improve and keep up to date the HR templates, including updating and contributing to the continuous improvement and on-going development of HR Policies and Procedures.
- 4.8 Support, coach and educate other HR staff including HR Coordinators and volunteers to ensure best practice.
- 4.9 Coordinate Performance Appraisal and Review Processes for employees together with monitoring and reporting on completion rates.
- 4.10 Assist Manager HR with day to day WorkCover administration and return to work responsibilities.
- 4.11 Provide back up support to the Volunteer Co-ordinator in relation to the administrative requirements of this role.
- 4.12 Support the Manager HR, with the ongoing development and implementation of key strategic initiatives, projects, development of policies, procedures and any other tasks as required.
- 4.13 Compliance with relevant legislation
- 4.14 Commitment to continuous quality improvement processes
- 4.15 Other duties, as required

## **5. KEY SELECTION CRITERIA**

- 5.1 At least 3 years relevant HR generalist experience or similar supporting a Human Resources Manager (or equivalent), with responsibility for all aspects of HR Administration and co-ordination.
- 5.2 Sound knowledge of contemporary HR process, understanding of HR legislation and familiarity with HRIS.
- 5.3 High level/advanced Word, Excel and PowerPoint skills, detail orientated, the ability to work in a fast paced environment and produce high volumes of work.
- 5.4 A self-starter, with superior written and verbal communication skills.
- 5.5 Demonstrated ability to prioritise tasks to meet deadlines, use initiative and problem solve and manage conflicting priorities.
- 5.6 A team player, with first-rate interpersonal skills, together with a demonstrated commitment to ongoing learning and growing a career within the HR profession.
- 5.7 Capacity to fulfil reporting and administrative requirements associated with the position
- 5.8 Understanding and sympathy with the mission and ethos of Jesuit Social Services
- 5.9 Current driver's licence
- 5.10 Valid Working with Children Check card.
- 5.11 Successfully completed Police Check to be conducted prior to commencement by Jesuit Social Services

## **6. KEY PERFORMANCE INDICATORS**

- 6.1 HR Queries acknowledged, responded to and resolved within appropriate timeframes.
- 6.2 Up to date, accurate data and information available for management to inform people management, decision making, terms and conditions of employment, contract dates, and probationary expiry dates etc.
- 6.3 Quality control of HR employee files to ensure compliance of HR policies and procedures, accreditation standards, legislative requirements organisational risk and governance procedures.
- 6.4 Ongoing development and implementation of HR Information Systems and demonstrated improvements in effectiveness and efficiencies of systems.
- 6.5 HR Function acknowledged, accepted and valued within the organisation as a respected business partner and new initiatives embedded within the organisation via appropriate change management processes.
- 6.6 Commitment to ongoing skill development to facilitate career development and succession planning.

## **7. QUALIFICATIONS**

Tertiary qualification/s and/or relevant experience in field required

## **8. CONDITIONS OF EMPLOYMENT**

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

A requirement of this position is vaccination from COVID-19. Jesuit Social Services requests evidence of full vaccination. Where a medical exemption applies, this must be supplied.

## **9. SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Jesuit Social Services takes child protection seriously, and you are required to meet the behaviour standards outlined in our Code of Conduct.

## **10. LOCATION**

Based at: 326 Church Street, Richmond

## **11. SIGNATURES**

By signing this Position Description the Employee confirms that it has been read, understood and accepted.

**EMPLOYEE**

Name: \_\_\_\_\_

**WITNESS**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED BY**

Phil Hodgson

Executive Director – Business Support

**DATE**

May 2022