

Senior Human Resources Coordinator

People and Culture

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Vision

Building a Just Society

Our Mission

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

Our Values

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

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.

Position details

POSITION TITLE:	Senior Human Resources Coordinator
PROGRAM:	People and Culture
LOCATION:	Central Office, Richmond
REPORTING RELATIONSHIPS:	This position reports directly to Manager, Human Resources and Payroll This position doesn't have any direct reports
EFFECTIVE DATE:	October 2023

Position Purpose

- Respond to queries from management and staff including the administration of employment contracts and variations;
- Contribute to the development, interpretation and application of human resource related policies, procedures and guidance material;
- Support the continuous improvement of operational human resource functions and services, including assisting in advancing HR projects; and
- Provide backup support to the payroll function.

Program Purpose

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.

People and Culture

People and Culture is responsible for human resources, learning, practice and development, quality, payroll and the Jesuit identity of the organisation and is located at Central Office.

Duties of the position

- Respond to HR queries and escalate appropriately including agreement and award interpretation and initial industrial relations/ employee performance issues;
- 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;
- Responsible for monitoring authorization throughout the recruitment process, reviewing position descriptions and posting job ads;
- 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;
- Ongoing employment contract preparation, administration and monitoring so as to ensure employees contracts and relevant documentation is properly executed and legislatively compliant;
- System administration, coordination and maintenance of accurate employee records in the learning management system and HRIS;
- Act as a backup for payroll including efficient administration and processing across the function;
- In conjunction with payroll, create and maintain position IDs and organisational structure; and
- Assist the Manager, Human Resources and Payroll with the ongoing development and implementation of key strategic initiatives, projects, development of policies, procedures and any other tasks as required.

Key Selection Criteria

1. Tertiary qualification/s and at least three years relevant HR generalist experience as well as payroll knowledge/ experience;
2. Sound knowledge of contemporary HR process, understanding of HR legislation and familiarity with HRIS;
3. A team player, with high level of interpersonal skills, together with a demonstrated commitment to ongoing learning and growing a career within the HR profession;
4. Ability to work in a fast-paced environment and produce high volumes of work; and
5. A self-starter including the ability to meet deadlines, use initiative and problem solve while managing conflicting priorities.

Key Performance Indicators

- HR queries acknowledged, responded to and resolved within two business days;
- Up to date, accurate data and information available for management to inform people management, decision making, terms and conditions of employment;
- Quality control of HR employee files to ensure compliance of HR policies and procedures, accreditation standards, legislative requirements, organisational risk and governance procedures;
- 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;
- Effective and timely management of weekly payroll activities (as required); and
- Commitment to ongoing skill development to facilitate career development and succession planning.

Key responsibilities of Jesuit Social Services Employees

Service delivery/ Practice Framework

- Engage and build positive and constructive relationships with internal and external stakeholders
- Deliver services consistent with shared services guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required

Team work and supervision

- Work effectively as part of a team, contributing to group outputs
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities

Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory
- Demonstrate an understanding the identity and ethos of Jesuit Social Services.

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Valid and current Australian Drivers License
- Proof of eligibility to work in Australia

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

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.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

Date: _____

POSITION DESCRIPTION



**Position Description Approved by:
Executive Director People and Culture**

**Position Description Review Date:
2 years from effective date**