

## Human Resources Coordinator

Reports to Human Resources Manager

Band Level Band 4, HPV Enterprise Agreement 2018

### Position Summary

The Human Resources Coordinator is responsible for providing administrative support across the employee lifecycle, supporting the provision of high-quality and timely delivery of HR services.

### Specific Duties and Responsibilities

#### Recruitment Administration

- Advertise approved positions as per the recruitment strategy
- Schedule and coordinate first and second round interviews with candidates and hiring managers
- Draft offer letters and contracts, coordinating required signatures and approvals
- Coordinate background and reference checks
- Track and monitor the recruitment budget and raise purchase orders
- Assist with other areas of HSV's end to end recruitment process

#### Engagement and Retention

- Work with HR Managers to provide administration on key projects focussed on the engagement and retention of employees, including the implementation of performance reviews and development plans, the development of staff and management leadership training, policy awareness, retention strategies as well as co-ordinating the exit process
- Coordinate a range of onboarding activities such as meetings, to ensure that new staff have a positive onboarding experience
- Assist HR team members with engagement activities such including the planning and co-ordination of team events and wellbeing activities and other corporate initiatives when required
- Work with HR Manager to foster organisational development initiatives such as career development, leadership development, change management and continuous improvement

#### Organisation and Administration Support

- Provide administration support to Director People and Culture and HR Managers and undertake other ad hoc tasks as requested
- Assist with the management of HR documentation on Teams and HSV's intranet, ensuring files are up to date and accurate in terms of templates
- Provide support with HR systems and invoicing for the People and Culture division

- Support and contribute to a range of process enhancements and projects

## **Leadership**

- Foster a workplace culture that is consistent with HealthShare Victoria (HSV) organisational culture emphasising organisational values
- Maintain strong lines of communication, both formal and informal, with program executive team (PET), executive leadership team (ELT) and key stakeholders to ensure the smooth operation of the organisation
- Support organisational change and growth as requested to assist HSV in fulfilling its legislative functions in line with its Strategic Plan

## **HPV Values and Cross Functional Collaboration**

- Establish and maintain strong working relationships with key individuals and groups across HSV's stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HSV's values
- Represent HSV in appropriate forums to strengthen relationships and improve mutual understanding
- Place a priority on effectively working with stakeholders from other divisions within the organisation for mutual benefit by seeking and incorporating feedback that will benefit organisational objectives.
- Value the contribution of our internal and external stakeholders and contribute beyond our own tasks to achieve organisational goals and demonstrate this in goal setting.
- Uphold HPV values:
  - We are customer-focused; we focus on customer and patient outcomes
  - We keep it simple; we strive for efficient and effective ways to achieve our goals
  - We are collaborative; we work as a team toward common goals
  - We take responsibility; we challenge the status quo. We are responsible for our behaviours, actions and results
  - We inspire confidence; we do the right thing. We are open, honest and trustworthy

## **Data Security**

- Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to a Manager or the IT Operations team.

While the principal duties of this position are as above, the post holder may be required to undertake other duties from time to time.

## Qualifications and Experience Required

<b>Academic</b>	Relevant tertiary qualifications in Human Resources, Commerce, Business or a related discipline, or equivalent experience gained through employment in a relevant field
<b>Experience</b>	<p>Strong administration skills ideally gained in a fast-paced Talent Acquisition or Human Resources role</p> <p>Recruitment experience (desirable)</p> <p>Proven experience in dealing with people and HR teams in a similar role with a customer service focus</p>
<b>Personal</b>	<p>Excellent communication skills</p> <p>Impeccable organisation, attention to detail, time management skills and the ability to work under pressure and prioritise competing deadlines</p> <p>Strong analytical and problem-solving skills</p> <p>Collaborative team player with the ability to build rapport and positive relationships with all team members</p> <p>Strong ability to demonstrate initiative and work independently as well as within a team environment.</p> <p>Well-developed sense of diplomacy, discretion, and confidentiality</p> <p>Ability to manage and prioritise multiple concurrent tasks, meet tight deadlines and work flexible hours as required to meet business needs</p> <p>Intermediate to advanced proficiency across MS Office suite, particularly MS Word and Excel</p> <p>Experience of working with HR Information Systems</p> <p>Excellent document management skills and sound experience updating and managing templates</p>