# People, Culture and Safety Coordinator

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| Reports to | Talent Acquisition Manager  |
| Band Level | Band 3, HPV Enterprise Agreement 2018 |

## Position Summary

The People, Culture and Safety (PCS) Coordinator is responsible for providing administrative support across the employee lifecycle, supporting the provision of high-quality and timely delivery of PCS 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 PCS 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 PCS 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 PCS Manager/Talent Acquisition 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 PCS Managers and undertake other ad hoc tasks as requested
* Assist with the management of PCS documentation on Teams and HSV’s intranet, ensuring files are up to date and accurate in terms of templates
* Provide support with PCS 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 HSV core values; Customer Centric; Accountable; Respectful; Solutions-focused and Open.

**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

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| Academic | Relevant tertiary qualifications in Human Resources, Commerce, Business or a related discipline, or equivalent experience gained through employment in a relevant field  |

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| Personal | Excellent communication skills Impeccable organisation, attention to detail, time management skills and the ability to work under pressure and prioritise competing deadlinesStrong analytical and problem-solving skillsCollaborative team player with the ability to build rapport and positive relationships with all team members Strong ability to demonstrate initiative and work independently as well as within a team environment. Well-developed sense of diplomacy, discretion, and confidentiality Ability to manage and prioritise multiple concurrent tasks, meet tight deadlines and work flexible hours as required to meet business needsIntermediate to advanced proficiency across MS Office suite, particularly MS Word and Excel Experience of working with PCS Information SystemsExcellent document management skills and sound experience updating and managing templates |

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| Experience | Strong administration skills ideally gained in a fast-paced Talent Acquisition or Human Resources role Recruitment experience (desirable)Proven experience in dealing with people and PCS teams in a similar role with a customer service focus |