



**ANIMAL WELFARE LEAGUE OF
SOUTH AUSTRALIA INC**

JOB & PERSON SPECIFICATION

People, Culture & Safety Coordinator

JOB SPECIFICATION

POSITION: People, Culture and Safety Coordinator

REPORTS TO: Business Partner - People, Culture and Safety

STATUS: Term

Job Purpose

The People, Culture and Safety Coordinator is responsible for the provision of human resource and work health and safety administrative services, advice and support to managers, coordinators and staff across the Animal Welfare League of South Australia (AWL).

The People, Culture and Safety Coordinator will also assist in the implementation of workforce strategies and initiatives across the organisation to drive continuous improvement and culture that ensures achievement of the AWL vision and mission.

Key responsibilities / accountabilities

The key responsibilities of this role include:

Recruitment and Onboarding

- Develop and maintain efficient recruitment procedures, fact sheets and templates
- Collaborate with managers/coordinators in reviewing position descriptions
- Coordinate all recruitment activities including drafting of position adverts, advertising of vacancies and conducting reference and pre-employment screenings.
- Coordinate and participate in panel interviews including shortlisting of candidates, booking interview times, report write ups and facilitation of outcome letters
- Draft contracts of employment and related documents for all new staff
- Assemble new staff and volunteer starter packages and ensure that related Human Resources documentation and forms are current
- Coordinate and facilitate induction sessions for all new staff
- Maintain comprehensive induction and training records for staff and volunteer personnel files

Staff / Volunteer Relations and Communications

- Assist with the administration of AWL's intranet
- Assist with the production and distribution of communication to staff and volunteers e.g. newsletters, general correspondence, memos
- Coordination of staff / volunteer recognition and rewards programs

Human Resources / WHS

- Provide information, advice and support to managers and employees in award and EBA interpretation, compliance requirements and their rights, responsibilities and obligations
- Administration of AWL's HR data including personal details, performance management records, job descriptions and maintenance of staff and volunteer personnel files
- Assisting the Business Partner – People, Culture and Safety in the resolution and administration of performance management and misconduct issues
- Support the Business Partner – People, Culture and Safety in delivering key HR initiatives
- Process letters of resignation, exit procedures and closure of employee and volunteer files
- Auditing and updating staff and volunteer files to ensure all requirements are met
- Assist in the organisation of employee licencing and training
- Prepare and facilitate People, Culture and Safety workshops to relevant staff
- Ability to provide support, train and coach to all levels of seniority within a business
- Preparing and issuing appropriate contractual documentation in relation to appointments, terminations and variations of employment conditions
- Assist with monthly reporting
- Assist with auditing and compliance requirements
- Assist in the development and delivery of HR/WHS policies and procedures
- Undertake HR/WHS projects as required
- Provide leave cover and assistance as required with workers compensation claims and return to work injury management process as required

Reporting Relationships

Reports to the Business Partner – People, Culture and Safety

Work Health and Safety

All staff have a legal obligation to take steps to protect themselves from risks to health and safety and to make sure they do not cause a risk to others through any action or omission.

In particular, the incumbent must:

- Comply with statutory and organisation requirements, procedures and rules introduced to protect the health and safety of people at the workplace including the public
- Use equipment provided to protect health and safety
- Follow reasonable instructions given on health and safety
- Ensure they are not affected by alcohol or another drug so as to endanger themselves or others

- Report accidents, injuries, property damage and health and safety incidents
- Participate in activities associated with the management of workplace health and safety

PERSON SPECIFICATION

Essential

Experience / Personal Abilities & Skills:

- Experience in an administrative / human resources role with an understanding of the principles and current best practice strategies
- Excellent interpersonal, communication (written and verbal) and relationship building skills
- Excellent organisational and analytical skills with the ability to work autonomously and flexibly to meet changing business needs
- Demonstrated experience in assisting with organisational wide initiatives and/or minor projects that align to organisational vision
- High attention to detail with demonstrated ability to effectively manage competing priorities and deliver outcomes in a timely manner
- Demonstrated ability to maintain privacy, confidentiality, exercise discretions and reasonable judgement
- Motivated self-starter, pro-active and applies initiative to develop solutions and improve business processes
- Proficiency in MS Office (Word, Excel, Outlook, PowerPoint and Internet Explorer)

Knowledge

- Knowledge and understanding of relevant HR and WHS legislation, regulations and awards

Desirable

Education/Vocational Qualification

- Tertiary qualification in Human Resources or relevant field

Experience/Knowledge

- Experience with HR/WHS systems e.g. Skytrust, etc
- Previous experience and knowledge of volunteer engagement
- Return to Work Coordinator training

Special Requirements

- Some additional/out of hours work including weekends may be required to meet business needs
- Role will be required to work across AWL sites including Edinburgh North and Wingfield
- Satisfactory National Police Clearance Certificate at commencement of employment and periodically at the request of the AWL

Performance Standards

The performance of the incumbent will be measured by the extent to which the position responsibilities are achieved, specifically:

- Ability to set priorities, plan workload and meet deadlines
- The degree of professionalism and flexibility displayed
- Reliability, quality, efficiency and courteousness of services delivered
- Effective teamwork and contribution to the achievement of team goals
- Review the on-line induction program for staff and volunteers
- Review of onboarding and probation program for staff
- Achieving accreditation against National Standards for Volunteer Involvement

I have read the requirements and responsibilities outlined in this position description and AWL's Code of Conduct and will adhere to these conditions.

I agree to have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name: _____

Signed: _____

Date: _____