

## POSITION DESCRIPTION

<b>Position Title</b>	Human Resources Coordinator		
<b>Team</b>	Human Resources		
<b>Classification</b>	SCHADS Level 5.2	<b>Employment Status</b>	Full Time
<b>Position reports to</b>	Chief Executive Officer		
<b>Location</b>	South East Melbourne		

### A. Background of organisation

The Southern Migrant and Refugee Centre (SMRC), is a not for profit organisation. SMRC was established in 1993 and is governed by an elected Board of Directors. The SMRC provides a range of community based services for migrants and refugees in the Southern Region of Melbourne. Staff teams include Service Access, Active Wellbeing, Community Strengthening, Diverse Care and Corporate Services.

The SMRC staff members work closely with migrant and refugee communities, leaders, service networks and organisations, local government and businesses to achieve best outcomes for SMRC clients. SMRC is a client focused organisation and it is the responsibility of all staff to represent the organisation in a professional manner and promote its range of services and programs.

### B. Role Purpose

Responsible for a range of operational Generalist Human Resources (HR) responsibilities under the direction of the Chief Executive Officer ( seeking approval), including:

- Employment Compliance:** Assisting the Chief Executive Officer to ensure that SMRC remains compliant with employment law, health and safety legislation, privacy legislation, the Child Safe Standards, and the requirements of State and Federal regulators and funders.
- Generalist Human Resources:** Working with the Leadership Team to support the range of Generalist Human Resources and Employee Relations activities.
- Policies and Systems:** Reviewing, developing and implementing Employment Policies, Procedures, and Systems and seek approval from the CEO. Assist with the implementation of a risk management and human resources information system.
- Health, Safety and Wellbeing:** Ensure the health, safety and wellbeing of all SMRC's employees and volunteers.

### C. Key Responsibilities

#### Employment Compliance

- Maintain HR records and information systems (including Personnel Files, register of Working With Children Checks and Police Checks, Organisational Chart, and Payroll information), ensure all recruitment checks are completed and recorded, and provide reports to the Chief Executive Officer and the Board.

2. Review, develop, implement and maintain processes and systems to maintain SMRC's compliance with employment law, Child Safe Standards, privacy of personal information, and the specific employment requirements of State and Federal regulators and funders.

#### **Generalist Human Resources**

3. Support leaders at all levels to apply SMRC's Human Resources processes, including recruitment and selection, onboarding and induction, position descriptions and role classifications, learning and development, performance review, workplanning, and performance management.
4. Provide Payroll with information to enable accurate and timely salary payments for employees.
5. Advise the Chief Executive Officer and all other Leaders on employment law, employee relations, and options and solutions for a range of employment concerns and issues.

#### **Policies and Systems**

6. Review, develop, implement and maintain a range of Human Resources Policies, Procedures, Systems and Plans.
7. Liaise with leaders across SMRC to support the implementation of a new risk management and human resources information system, and utilise the system to streamline the various human resources practices.

#### **Health, Safety and Employee Wellbeing**

8. Review, development, implement and maintain policies, procedures and systems, to ensure that SMRC remains compliant with health and safety legislation.
9. Liaise with employees, leaders, co-tenants, and the Greater Dandenong Council, to report and record Critical Incidents, conduct regular site hazard inspections, plan emergency drills, and maintain safety equipment checks and electrical tag and tests.
10. Maintain SMRC's OHS Risk Register and Critical Incident Register, and implement safety controls approved by the Chief Executive Officer.
11. Chair the Occupational Health and Safety and Emergency Planning Committees and develop OHS Action Plans to resolve any issues.
12. Review and maintain an effective Employee Assistance Program, and develop and implement an Employee Wellbeing Program in liaison with Leadership Team and staff.

#### **General duties and responsibilities**

13. Any other duties as directed by the CEO, and commensurate with the scope and classification of the position.

### **D. Person Specification**

#### **Qualifications**

- Tertiary qualifications in Human Resources and relevant Human Resources experience.

#### **Key Knowledge Areas**

- Working knowledge of employment law and related industry awards (eg: Social, Community, Home Care and Disability Services Award), privacy laws related to HR work, and legislated OHS requirements
- Experience of working in a not for profit organisation (desirable – not essential)
- Understanding of working in a multicultural workplace

### **E. Key Selection Criteria**

#### **Essential Capabilities**

### **Professionalism**

- Taking responsibility – Work with integrity and care for the privacy and wellbeing of employees; Apply best HR practice and provide a good quality HR service within SMRC.
- Workplanning – Participate in regular supervision meetings with HRM or DCS to ensure that the work objectives are consistent with this position description and organisational objectives.

### **Communication**

- Interpersonal Skills - Model self-awareness, self-management and social awareness in all communications; Demonstrate SMRCs Values in all work and communications.
- Written Communication – Prepare accurate reports and documents when required; Provide clear, accurate and timely electronic (email) messages and responses; Participate in developing practicable policies and procedures that comply with employment law and reflect best practice.
- Verbal Communication – Provide clear, accurate, respectful and relevant messages and options in a culturally sensitive manner.

### **Change and responsiveness**

- Change Management - Under the direction of the CEO, guide and support leaders to implement change management processes, and monitor progress.
- Learning and development - Establish systems and processes for reviewing own skills and professional development.

### **Special capabilities**

#### **Leadership and teamwork**

- Leadership - Guide leaders to apply approved HR policies and practice, and to understand their employment law and OHS responsibilities. Report non-compliance to CEO or higher level leadership.
- Teamwork – Maintain a good working relationship with CEO, and develop a strong HR Business Partnering approach to assist, advise and guide leaders at all levels of SMRC.
- Managing Self - Ability to work independently with minimum supervision.

#### **Governance and compliance**

- Risk Management – Manage risk and encourage staff to take advantage of opportunities.
- OHS – Manage work practices to comply with relevant legislation and licensing requirements.
- Legislation and Compliance – Manage work practices to comply with relevant legislation and licensing requirements.

## **F. Personal attributes for this position**

- **Culturally aware**- Respect difference in all forms, value diversity as a strength, and positively utilise diversity.
- **Analytical**- Review options and opinions before making judgements; Take a systematic approach when developing improvements.
- **Collaborative** - Engender a spirit of team work.
- **Inclusive** - Actively seek feedback and incorporate this into decisions and actions when legal, ethical and aligned with SMRC's Values; Communicate options, decisions and actions.
- **Supportive** - Encourage others to attain personal and organisational goals; Listen actively and inspire confidence.
- **Empower** – Work with the team members to increase their ability rather than doing everything for them

- **Ethical** - Model expected standards of behaviour and the SMRC Values and Code of Conduct.
- **Self-Disciplined** - Manage time and plan well to achieve key outcomes.

### G. Staff reporting to this position

- Required to guide leaders on how to apply HR policy and practice in managing their staff.
- Occasional requirement to supervise volunteers working in HR from time to time.

### H. Responsibilities & Conditions of Employment

SMRC is an Equal Opportunity Employer.

All employees of SMRC are required to follow common conditions of employment. These are outlined in the SMRC Policy and Procedures Manual.

A summary is listed below:

- Employees must contribute to Occupational Health & Safety (OHS) objectives by reporting hazards and incidents immediately to an OHS representative, committee member or manager. Employees must behave in a manner that fosters safe working practices.
- Conduct must be in accordance with the SMRC Code of Conduct, Employment Contract, Confidentiality Agreement and other SMRC policies and procedures.
- Salary is set in accordance with the relevant Award and classification.
- Leave entitlements are as per Award and HR Policy guidelines.
- All position descriptions are open to periodic review by management in consultation with staff.
- SMRC provides a smoke-free environment, including within vehicles.
- The staff member may be required to perform other duties as directed, in accordance with training, skills and experience.
- SMRC Values & Behaviours- **Diversity** **Respect** **Empowerment** **Participation** **Resilience**

### I. Important Information

SMRC offers:

**Salary Sacrifice:** Employees have the option to access salary sacrifice through an external provider. Staff on a full time or part time contracts can access this very generous provision of tax free \$15,899 salary sacrifice.

**Christmas break:** SMRC offers all staff time off between Christmas and New Year's day, 3 days leave, without leave loading.

**Professional Development:** Employees are offered training to invest in their professional development relate to their field of work.

All appointments to the SMRC are subject to the following checks:

- Reference checks.
- Criminal record check.
- All position are subject to a Working with Children Check.

Please visit the SMRC website on [www.smrc.org.au](http://www.smrc.org.au) for further information or contact Ian Spinney (Human Resources Manager) on phone : 03 9767 1900

**J. Employee Signature**

I have read, understood and accept the above position description.

Employee Name

Employee Signature

Date

Manager Name

Manager Signature

Date