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## PEOPLE AND CULTURE COORDINATOR

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### JUNE 2022

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<b>Location:</b>	Parkville (Hybrid working available with 2-3 days onsite)
<b>Functional area:</b>	People and Culture
<b>Classification/ Salary Range:</b>	\$60,000 - \$70,000 per annum commensurate with skills and experience
<b>Employment type:</b>	Full-time, fixed term position available until 30 June 2024 with the possibility of continuing beyond then.
<b>Position reports to:</b>	Senior People and Culture Business Partner

#### 1. POSITION SUMMARY

The People and Culture (P&C) Coordinator will work proactively with Senior P&C Business Partners, managers and employees in P&C Coordinator designated client groups to ensure that the people needs of the business are met. They will be responsible for providing a broad range of administrative support across employee lifecycle including coordinating the onboarding and offboarding process, personal file management and HRIS data entry for their designated client groups. They will provide routine advice across a range of HR policy and practices including but not limited to award and policy interpretation, remuneration, conditions and benefits, HRIS system management. They will be involved in project-based activities and process improvements and documentation. They will also provide administrative support to our Talent Acquisition team.

#### 2. POSITION CONTEXT

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

We are a complex organisation. Our activities and workforce are diverse and include:

- Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.
- The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen. Centre staff are provided with Orygen email addresses and have the use of Orygen systems.
- Orygen Specialist Program (formerly referred to as Orygen Youth Health Clinical Program), a tertiary clinical service that is currently operated by North Western Mental Health, co-located with us at Parkville, Sunshine and Glenroy and also operating at sites in Footscray, and Wyndham. Whilst not under the governance of Orygen, Orygen Specialist Program works in close partnership with us.
- Orygen Digital, which develops and rolls out online clinical platforms that are fully integrated with 'in-person' clinical services.
- A training and development unit providing online and face to face training for the mental health workforce both nationally and internationally.

- A policy think tank drawing on Orygen's research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government policymakers.
- Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

The P&C Advisor will operate as part of a small team working alongside a Senior P&C Business Partners and the Head of P&C Business Partnering to deliver on our people and culture strategy throughout the employee lifecycle, delivering a range of P&C advisory and operational services.

### 3. ABOUT ORYGEN

<b>VISION</b>	Young people to enjoy optimal mental health as they grow into adulthood.
<b>MISSION</b>	Reduce the impact of mental ill-health on young people, their families and society.
<b>VALUES</b>	Respect, accountability, teamwork, excellence & innovation.
<b>COMMITMENTS</b>	First Nations people of Australia, young people and their families, LGBTIQA+ people & culturally and linguistically diverse people.

### 4. KEY RESPONSIBILITIES AND OUTCOMES

The P&C Coordinators key responsibilities will be:

- Work collaboratively with Senior P&C Business Partners and/or the Head of People and Culture Business Partnering to provide effective P&C coordination and administrative support to designated client groups.
- Act as the first point of contact to people leaders and employees on employee life cycle matters, leave entitlements etc within allocated designated client groups.
- Provide routine operational advice on the interpretation and application of relevant employment legislation, EBAs, Modern Awards and human resource policies and procedures.
- Coordinate the onboarding and offboarding process for designated client groups, including but not limited to:
  - Onboarding –
    - Prepare and issue contracts of employment and supporting documentation using appropriate templates. Meetings services level agreements (SLAs);
    - Coordinate the work rights and credentialing requirements for new staff inline with policy requirements;
    - Monitor online onboarding processes including pre-employment checks (police check and working with children's check, COVID-19 vaccination status etc) for new employees ensuring that they are completed in line with policy requirements;
    - Accurate data entry into HRIS to successfully flow through to the payroll system; and
    - Liaise with managers to ensure a successful onboarding experience.
  - Offboarding
    - Coordinate the departure process; and
    - Liaise with managers to ensure a successful offboarding experience.

- Coordinate the employee life cycle process for designated client groups, including but not limited to:
  - Manage the work rights and credentialing requirements renewal requirements for existing staff ensuring checks are completed by the required date;
  - Coordinate the parental leave and position variations processes, prepare and issue contract variations, letters and other documents as required;
  - Accurate data entry into HRIS to successfully flow through to the payroll system; and
  - Monitor contract end dates ensuring renewals are actioned within agreed timelines.
- Maintain employee personal details, records and employment information in the HRIS system and share drive personal files.
- Respond to third party requests relating to employees e.g. statements of service, confirmation of employment, loan/rental application references etc. in a timely manner.
- Maintain organisational data ensuring it accurately reflects structures and roles including our organisational charts and HRIS system.
- Produce a range of standard and custom reports to support internal and external reporting requirements as requested.
- Manage and maintain the HR/people and culture email, calendar and shared drive.
- Update and maintain people and culture intranet pages as required.
- Assist with developing and implementing a contemporary, comprehensive and cohesive suite of people and culture policies and procedures for Orygen.
- Document key people and culture processes working in collaboration with other stakeholders as appropriate.

#### **General**

- Respond to daily enquiries in a professional and timely manner.
- Develop and maintain excellent working relationships with staff and other key stakeholders.
- Collaborate with people and culture colleagues to share good practice, ensure an integrated and consistent approach to the delivery of services and provide cover for colleagues as necessary.
- Contribute to a range of people and culture initiatives and projects as required.
- Comply with and support others to comply with Orygen's policies and procedures, including taking appropriate action to hold others accountable and promote a workplace culture that is safe, diverse and inclusive.
- As directed by P&C Advisor, provide support to the broader P&C team as required (for example WHS).

#### **Talent acquisition support**

- Provide support to the talent acquisition business partners with administration tasks related to the end-to-end recruitment process.
- Update and maintain talent acquisition intranet pages as required.
- Additional tasks as directed by Head of Talent Acquisition and Reward.

## **5. SELECTION CRITERIA**

The following criteria must be met for consideration for this position:

### 5.1 Essential

- A relevant tertiary qualification in human resources management.
- Excellent verbal, written and interpersonal communication skills.
- Strong team player, friendly and approachable.
- Ability to work independently and as part of a team.
- Demonstrated problem solving/analytics skills with the ability to deliver creative solutions
- Ability to exercise judgement and know when to ask for help.
- Excellent organisational and coordination skills including the ability to prioritise workload and meet deadlines in a dynamic and fast paced environment.
- Good time management skills with the ability to meet agreed deadlines.
- Strong attention to detail.
- Flexible and adaptable.
- Display our core values and be supportive, empathetic, non-judgemental, maintain confidentiality and be discreet in all interactions with colleagues.

### 5.2 Desirable

- Previous experience of working in an administrative role or customer service experience.
- Experience with a HRIS Software

## 6. SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia.
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- Occasional out of hours work may be required.
- You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.
- In line with Government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.

## 7. ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name:	
Signature:	
Date:	