

## COORDINATOR, PEOPLE & CULTURE

OCTOBER 2023

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### POSITION SUMMARY

Location:	Hybrid – Parkville and WFH		
Functional area:	People and Culture		
Classification/ Salary:	\$60,000 - \$73,000 base commensurate with skills and experience + 11% super + access to \$15,900 NFP salary packaging		
Job level:	Level 1		
Reports to:	Head of Business Partnering, People and Culture		
Employment type:	Full time		
Employment length:	Ongoing		
Direct reports	0	Indirect reports	No

### POSITION PURPOSE STATEMENT

The Coordinator will work proactively with Senior P&C Business Partner/s and will be responsible for providing a broad range of administrative support across the employee lifecycle as part of our People Assist team. This includes coordinating the onboarding and offboarding process, personal file management and HRIS data entry for their designated client groups. They will provide first tier HR 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 Organisational Development team including LMS, induction, and workshop administration.

#### About People and Culture

People and Culture are a team of 16 who support around 1000 staff employed via either Orygen, Melbourne Health and/or the University of Melbourne who work under the Orygen brand. Support of people related issues includes specialisations spanning; business partnering, talent acquisition and reward, organisational development, work health and safety and volunteer engagement. The team support staff in both clinical and non-clinical positions, who work in geographically disbursed locations across Australia.

### REVOLUTION IN MIND

## POSITION FOCUS

	Key responsibility area	Percentage
1	Employee Lifecycle Support	55%
2	Advice and Stakeholder communication	25%
3	General	10%
4	Organisational Development support	10%

## POSITION KEY RESPONSIBILITY AREAS

### 1. Employee Lifecycle Support

- 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 in line 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.

### 2. Advice and Stakeholder communication

- 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.

### 3. 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).

### 4. Organisational Development support

- Coordinate Orygen induction program – for example, invite new employees to induction sessions, and ensure all new staff receive the welcome email.
- Support and coordinate training and development activities and registrations, liaise with participants and facilitators and manage and track participation.
- Support the administration of the Orygen LMS and mandatory training requirements and respond to staff learning and mandatory training queries.
- Provide administration support with OD and L&D organisational wide initiatives such as employee engagement surveys and other projects.
- Update and maintain organisational development intranet pages as required.
- Additional tasks as directed by Head of Organisational Development.

### 5. Other

- Maintain a safe environment and ensure staff and visitors to Orygen managed sites do not take unnecessary risks.
- 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.

## EDUCATION / QUALIFICATIONS

Desirable	<ul style="list-style-type: none"> <li>• A relevant tertiary qualification in human resources management.</li> <li>• Previous experience of working in an administrative role or customer service experience.</li> <li>• Experience with a HRIS Software.</li> </ul>
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## EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> <li>• Excellent verbal, written and interpersonal communication skills.</li> <li>• Strong team player.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Demonstrated problem solving/analytics skills with the ability to deliver creative solutions.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ability to exercise judgement and know when to ask for help.</li> <li>• Excellent organisational and coordination skills including the ability to prioritise workload and meet deadlines in a dynamic and fast paced environment.</li> <li>• Good time management skills with the ability to meet agreed deadlines.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Strong attention to detail.</li> <li>• Flexible and adaptable.</li> <li>• Display our core values and be supportive, empathetic, non-judgemental, maintain confidentiality and be discreet in all interactions with colleagues.</li> <li>• Friendly and approachable.</li> </ul>

## KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Chiefs, managers and supervisors</li> <li>• People and Culture team</li> <li>• Support Service Areas</li> </ul>
External	<ul style="list-style-type: none"> <li>• Vendors</li> <li>• Melbourne Health</li> <li>• University of Melbourne</li> </ul>

## SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> <li>• Unrestricted right to live and work in Australia.</li> <li>• A current National Police Check will be required.</li> <li>• Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.</li> <li>• Successful applicants will be required to provide proof of COVID-19 vaccination prior to commencement.</li> <li>• 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.</li> <li>• A current Victorian driver's licence (desirable).</li> <li>• 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.</li> <li>• Occasional out of hours, evening and/or weekend work may be required.</li> </ul>
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## SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

<p>Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.</p> <p>In addition, employees are expected to:</p> <ul style="list-style-type: none"> <li>• Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.</li> <li>• Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.</li> <li>• Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.</li> <li>• Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.</li> </ul>
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## ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	
Signature	
Date	