

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>People and Culture Coordinator</b>
<b>Department:</b>	People and Culture
<b>Reporting to:</b>	Executive Manager, People and Culture
<b>Location:</b>	Head Office, 25 Barbara Street FAIRFIELD
<b>Award/Classification:</b>	Negotiated Rate
<b>Salary:</b>	Up to \$85K per annum FTE plus 11.5% superannuation and Benefits
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>▪ Generous salary packaging of up to \$18.5K per annum</li> <li>▪ 17.5% Leave Loading</li> <li>▪ Two paid Gifted Days annually (pro rata)</li> <li>▪ Employee Assistance Program (counseling and mental health support)</li> <li>▪ Career development opportunities</li> <li>▪ Hybrid work</li> <li>▪ Discounted childcare.</li> </ul>
<b>Employment type:</b>	<b>Permanent part-time:</b> 30.4 hour per week

### ABOUT COMMUNITY FIRST STEP

Community First Step (CFS) is an independent, not-for-profit, community-based organisation in Sydney's Southwest. The organisation was founded 50 years ago by a group of residents who formed Fairfield Community Council for Social Development - a forum for community development and action on social issues.

Since its inception the company has grown, and today continues to work with the local community to support the development of engaged, useful and robust citizens. In 2007 the company was renamed Community First Step and currently employs over 90 staff with over 17 cultural backgrounds, who support various services including Community, Children and Disability sectors.

**Our vision:** Our vision is that communities in Southwest Sydney have equal opportunities to thrive in their lives and livelihoods.

**Our Mission:** Our purpose is to empower the community in Southwest Sydney to overcome social and economic disadvantage by identifying community need and supporting sustainable capacity building.

**Our Culture and Values:** Central to the success of Community First Step are the values from which all staff operate:

- Respect
- Honesty
- Confidentiality
- Development and Improvement
- Harmonious Environment.

### PRIMARY PURPOSE OF THE POSITION

Reporting to the Executive Manager, People and Culture (EMPC) the People and Culture Coordinator (PCC) will develop and implement administrative supports for the People and

Culture team that facilitate and ensure the timely and accurate delivery of services to support the recruitment-to-retirement employment lifecycle.

The role will play a critical part in the development, facilitation and implementation of the organisation's Reconciliation Action Plan and People & Culture (P&C) Strategy and be a key support for P&C related projects and initiatives as well as broader cross-functional projects.

The incumbent will demonstrate a deep commitment to work environments where Community First Step's employees, students, volunteers and contractors thrive in, while upholding the organisation's vision and purpose of helping communities in Southwest Sydney to thrive.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Employment Lifecycle**

- Coordinate the recruitment process from preparing position descriptions and advertisements, advertising roles, screening applicants, liaising with applicants, scheduling interviews and supporting hiring managers in progressing applicants to inductions and onboarding.
- Deliver administrative components of the onboarding process, including:
  - Obtaining documents from applicants, students and volunteers that ensure probity.
  - Preparing, issuing contracts, filing and providing follow-up regarding Benefits, applicable CFS Forms, Policies, mandatory training and additional documentation.
  - Scheduling and conducting Inductions in consultation with recruiting manager.
  - Liaising with the office manager regarding resources/equipment required by new personnel.
  - Supporting the Finance team by providing information required for processing payroll.
  - Sourcing, coordinating, and supporting the ongoing professional development of staff.
  - Coordinating the ongoing compliance of personnel with training, mandatory certificates and training.
  - Coordinating the organisation's formal performance review processes.
  - Scheduling and facilitating Exit interviews.
- Keep up to date with the Fair Work Act 2009, the Work Health and Safety Act 2011, National Employment Standards (NES), applicable Awards and implications that any changes to legislation, guidelines or standards will have for the organisation.

### **Administrative Support**

- Ensure personnel records are accurately established and maintained in both an ongoing and timely manner and that the management of personnel information complies with CFS' policies and relevant legislation.
- Contribute to the review and update of Workplace Health and Safety (WHS) policies and practices to ensure compliance with relevant legislation and regulations.
- Coordinate the management of compensation claims and return-to-work processes.

### **People and Culture Projects and Initiatives**

- Assists in developing, facilitating, and overseeing CFS' Reconciliation Action Plan (RAP), P&C Strategy and all P&C projects and initiatives.
- Provides administrative and secretariat support for all P&C related projects and initiatives.
- Represents the P&C team and provides support to broader CFS cross-functional projects.

### **Work Health and Safety (WHS)**

- Take all reasonable and practical steps to ensure the safety, health and welfare of oneself and all staff and clients in accordance with applicable legislation and relevant CFS' policies, procedures and guidelines.
- Intervene wherever unsafe work practices are observed and reports issues to the HDS as soon as practicable.
- In the event of a workplace accident, ensure that accident/injury reports are completed within a specified timeframe, ideally 24 hours.

### **Professional Responsibilities**

- At all times, demonstrate a commitment and adherence to the organisation's Code of Conduct, Mission, and Vision, and model these behaviours within the culture of the team.
- Demonstrate a commitment to professional development.
- Always uphold the reputation of the organisation by modelling professionalism consistent with organisational values and vision.

- Communicate clearly and always maintain professional boundaries with clients, staff, families, and community members.
- Act non-judgmentally, sensitively and with understanding towards others.
- Acknowledge and respect differences in personal beliefs and values.
- Undertake other duties consistent with the position when required and / or requested by the CEO/COO.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

### Essential criteria

- Minimum of a Diploma in Human Resources, HR Management or Business Administration.
- A minimum of 2-3 years' experience within Human Resources in the community sector.
- Demonstrated experience supporting people and culture work, including recruitment, onboarding, cultural and engagement activities, legal compliance and WH&S.
- Excellent communication skills, both verbal or written, and the know-how to change your style of communication depending on the audience.
- Demonstrated competence in Employment Hero, the cloud-based HR platform
- Proven ability to create useful resources that help people in their day-to-day work, from a how-to guide for interviews to spreadsheets to track performance reviews.
- Excellent organisation, project and time management skills
- Ability to work autonomously and as a supportive team player i.e can take a task and run with it but also look to contribute to the team
- A current NDIS Worker Screening Check.
- A current Working with Children Check

### Knowledge, skills and attributes:

- Passionate about social justice and community empowerment, likely through work with non-profit or community-based organisations.
- A high level of communication skills with the capacity to work with culturally and linguistically diverse communities.
- Able to establish and maintain effective relationships with internal and external stakeholders.
- Demonstrate a commitment to Work Health and Safety and CFS' Cultural Diversity Principles.
- Hold current First Aid and CPR certificates.

## KEY RELATIONSHIPS

Works under the supervision of the EMPC and maintains appropriate, effective relationships with:

- Members of CFS' Leadership team
- Staff in all CFS service areas.
- External stakeholders e.g. Allied Health, Community organisations, tertiary institutions and key partnering organisations.
- Relevant internal stakeholders.

## EXTENT OF AUTHORITY

- Within the guidelines of the position description.
- Will have freedom to act within established guidelines and instructions from the HDS to contribute to attaining CFS goals.

## WORKING CONDITIONS

- Working conditions are as per employment contract.
- All employees must adhere to and act in accordance with to all CFS policies, procedures and guidelines including but not limited to the CFS:
  - Code of Conduct
  - Work Health and Safety
  - Privacy and Confidentiality
  - Professional Boundaries

- Feedback and Complaints
- On-line Access to Cyber Safety
- Sexual Harassment and Victimisation
- Bullying
- Vehicle Policy
- Hybrid Work

#### **OTHER REQUIREMENTS**

- A current NSW Driver's license.

***I have read and understood this position description and agree to comply with this position description. I understand that this position description will be reviewed and updated periodically.***

Signed

Date            /            /

**Please sign and return a copy of this PD to the People & Culture Team and keep a copy for your personal record.**