

# Human Resources Safety and Environment Coordinator (HU-FC011)



This form comes from the following departmental process: Human Resources – Functional Statement, Corporate Services

<b>Position Title:</b>	Human Resources, Safety and Environment Coordinator
<b>Business Unit:</b>	Human Resources
<b>Location:</b>	Darwin
<b>Classification:</b>	Level 5 \$74,611 – 86,388 pa
<b>Status:</b>	Full-Time Contract
<b>Probation period:</b>	3 Months (if applicable)
<b>Responsible to:</b>	Human Resources Manager
<b>Preparation Date:</b>	May 2017
<b>Approved by:</b>	Human Resources Manager

## **This position is responsible for:**

The Human Resources Coordinator is responsible for providing professional and confidential generalist HR service to Managers and employees.

The coordinator will be responsible for the efficient and effective communication in relation to HR matters and providing administrative support to Human Resources Manager.

## **Statement of specific accountabilities**

### **Recruitment and Selection**

- Undertake recruitment and selection processes including:
  - Drafting and placing advertisements of vacancies
  - Drafting interview questions
  - Coordinating interviews and participating in interviews as required
  - Preparing selection and recommendation reports
  - Conducting reference checks
  - Processing of unsuccessful job applications
- Seek opportunities to optimise and maintain the talent pool to provide a supply of prequalified candidates.
- Utilise contemporary recruitment methods such as social media to reach broader recruitment markets.
- Build and maintain working relationships with recruitment agencies, job network providers and other external providers.

### **Human Resources**

- Prepare employee related correspondence including but not limited to contracts of employment and variations.
- Maintain employee registrations, police checks, clearances and qualifications.
- Maintain HR information within the client management system and electronic filing of records.
- Coordinate the exit interview process including scheduling of exit interviews, distributing and collecting of exiting documentation and analysing data.

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- Contribute to the development, implementation and monitoring of policies and procedures based on relevant legislation and contemporary HR management practices which provide an effective consistent and timely delivery HR services.
- Conduct personnel file audits in accordance with the audit calendar.
- Provide high quality service to all members of the senior leadership team in a confidential and sensitive manner.
- Provide recommendation on interpretation of award conditions, certified agreements and contracts of employment for Australian apprentices as required.
- Manage the company induction process for new employees including delivery of the HR induction and company induction.
- Assist employees and managers with sourcing training opportunities and quotes to meet company requirements.
- Promote company culture by leading by example at all times.
- Participating in social committee requirements.
- Assist in the management of the company's employer of choice programs and promotions.
- Ordering of staff uniforms and monitoring uniform requests.
- Participate in employee disciplinary process with relevant managers and ensure procedural fairness and process is being adhered to.
- Maintain up-to-date knowledge of industrial relation issues and changes to legislative requirements.
- Supervise and monitor HR staff and provide backup support when required.

## General Administration

- Conduct high level research and providing findings in a high-level reporting
- Develop agendas and or meeting notes as required
- Provide reports to Human Resources Manager as required
- Book appointments and provide availability in outlook calendar
- Reconciliation of credit card receipts and cost coding

## Other General GTNT position accountabilities

### Policies and Procedures

- Assist in the preparation, review and implementation of policies and procedures for inclusion in the QMS.
- Assist with ensuring all section staff are aware/trained in and comply with company policies and procedures.

### Workplace Health and Safety

- Ensure a safe work environment
- Follow all WHS policies and procedures
- Report all hazards and accidents to their supervisor/manager
- Take all reasonable and practicable steps to ensure your own health & safety and that of any other persons who may be affected by your actions.
- Maintain an understanding of workers compensation requirements and monitor all employees (including Australian apprentices) worker's compensation claims.

### Customer Service

- Exercise a high level of interpersonal/customer service skills in dealing with all prospective an existing clients
- Manage quality customer services.

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## Team

- Participate and chair in the Social Committee
- Facilitate work teams and value individual differences and diversity.
- Establish effective workplace relationships with groups and individuals.
- Participate in business planning activities as required.
- Participate in company and divisional meetings, and training activities.

## Additional Information

The incumbent must adhere to all current relevant codes of conduct and legislation requirements including:

- GTNT policies/procedures and protocols located in the Quality Manual System.
- Privacy Act.
- Equal Employment Opportunity Act
- Work Health and Safety Act.
- Government/Industry Code of Conduct.
- Northern Territory Employment and Training Act.
- Australia Fair Pay Condition Standards.
- Anti-Discrimination Act.

The incumbent can be expected to be allocated duties not specifically outlined within their position description, however within the capacity, qualifications and experience normally expected from a person occupying this position.

Key Result Areas will be negotiated as part of the regular performance planning and review processes.

Must hold a valid manual Northern Territory drivers licence.

Must demonstrate company values; *Be Accountable, Be Innovative, Customer Service Excellence, Respect Everyone, Integrity is Everything and Think Safe Be Safe.*

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## Selection criteria

- Completion of the Certificate IV or higher in Human Resources and/or subsequent relevant experience in related field.
- Demonstrated experience and ability in providing advisory and consultation services on human resource matters.
- Proven experience in undertaking research and investigations and providing reports/submissions with appropriate recommendations, which demonstrate high level research and analytical skills and the ability to apply logical thinking to complex problems and provide innovative and effective solutions.
- Possess well-developed administrative and organisational skills to effectively manage high volumes of work and determine priorities and meet deadlines.
- Possess high level verbal and written communication skills, including consulting, negotiation and conflict resolution skills that enable effective and appropriate communication with a broad range of people through practical human resource management approaches.
- Demonstrated ability to maintain emotional intelligence when dealing with difficult complex discussions to result in a positive outcome.
- High level of competency in information technology and database management systems.
- Demonstrated knowledge of relevant industrial relation legislation and interpretation.

## Training and Professional Development

### **Position Training Requirements**

- Certificate IV in Human Resources

### **Additional Company Training Requirements**

- Cross Cultural Awareness Training
- WHS Awareness Training
- Navision (GTNT)

## Remuneration Package

**Annual leave:** 5 weeks  
**Sick leave:** 2 weeks  
**Superannuation:** In line with super guarantee charge  
**Additional Benefits:** Health and Well-being Package

All other conditions are in accordance with the current GTNT Enterprise Agreement and company policy.

The position will be expected to undertake other duties within the department to ensure coverage during staff absences.

I, \_\_\_\_\_ confirm I have read and understood my functional statement. I have a complete understanding of my role and responsibilities as outlined in this document. I acknowledge I may be required to undertake additional tasks outside of my functional statement that are reasonable and as directed by my manager.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<i>This form also relates to the following other forms:</i> Nil
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