

Position Description


Position Title:	Human Resources Coordinator
Team:	Corporate Services
Employment Status:	Part-time (30 hours a week), Fixed term for 12 months with the potential to extend
Primary location	Berkeley St, Melbourne

About Unison

Unison is a not-for-profit organisation that works to reduce disadvantage and social exclusion by creating communities that thrive. We develop, own and manage social, transitional and affordable housing and provide commercial property management, owners corporation management, and cleaning and grounds services.

We believe that affordable housing is the foundation on which to build a life of value but that a good life takes more than just housing. A good life takes place in a community. Unison also assists over 3,500 people who are homeless or at risk of homelessness each year.

Unison is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of our clients and staff and engaging in a diverse workforce. Unison encourages individuals of diverse backgrounds, including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, and the LGBTIQ+ communities, to join our workforce.



OUR VISION
Communities that thrive.

OUR MISSION
Collaborate to create vibrant, sustainable communities that meet the needs of renters, owners and people who are homeless, by developing, managing and providing access to affordable housing.

Our Values

We are committed to delivering high-quality services in line with our organisational values. These values are the principles that guide how we operate, how we provide services to our customers, how we treat each other within the organisation, and how we relate to the broader community.

As a values-based organisation, Unison seeks to cultivate a culture founded on quality of service delivery, responsiveness, collaboration and respect for others. It is an environment that requires all team members to maintain high work standards in line with our values.

At Unison we value:



Position Objectives

The Human Resources Coordinator is a part of a small Human Resources Team supporting approximately 150 employees. The position reports to the Director Corporate Services and is responsible for managing Human Resources administration, including recruitment and onboarding, preparation of employment contracts, responding to questions from employees and managing training across the organisation.

Key Accountabilities

Human Resources Administrative Support

- Support end to end processes of the employee lifecycle including recruitment, onboarding, employment changes and offboarding. This involves, but is not limited to, establishing new employees on Aurion, ensuring all relevant documentation is verified and submitted via Aurion and other agreed processes
- Prepare employment contracts and contract variation documents
- Ensure employee files are maintained, accurate, compliant and that all relevant employee documentation is on file
- Assist with the development and implementation of Human Resources policies and procedures
- Assist with the development and delivery of Human Resources initiatives and projects
- Liaise with payroll to ensure increments are processed accurately and in a timely manner
- Support the Annual Performance and Development Review process

Employee Information

- Act as the first point of contact and respond to enquiries from employees about Human Resources matters
- Contribute to the development of employee information and resources
- Maintain the organisational chart
- Provide monthly updates across the organisation on staff movements

Training

- Schedule training in accordance with the Learning and Development Framework
- Liaise with employees and managing bookings for training delivered internally and externally
- Liaise with external training providers. Where external providers are conducting training at Unison sites, take responsibility for ensuring rooms are booked, access is organised, and any other resources or equipment is provided. Where training is provided off-site, ensure staff attending the training know where the training is located and what, if anything, they need to take with them.
- Where required, arrange catering for training.
- Maintain employee training records and track attendance and feedback

Personal Accountability

- Champion a culture that is respectful, non-judgemental and inclusive in line with Unison's Values, Code of Conduct, Policies and Procedures.
- Actively participate in activities and initiatives to promote and sustain a positive and collaborative workplace with colleagues and stakeholders.
- Participate in team meetings, Unison staff meetings and other meetings and forums as required.
- Participate in regular performance review and planning.
- Ensure regular reports relevant to the position are accurate and provided within specified formats and timelines.
- Comply with all legislation, regulations, standards and Unison policies and procedures relevant to the position.
- Other duties as directed by Unison.

Key Selection Criteria

Qualifications and experience	<ul style="list-style-type: none"> • Minimum 5 years' experience in a HR Coordinator/Administrator role • Experience using HRIS is essential, knowledge of Aurion is desirable • Relevant tertiary qualifications in HR or a related discipline are desirable • Experience within the non-profit community sector is desirable
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Personal qualities	<ul style="list-style-type: none"> • Demonstrated high-level interpersonal and team skills, energy and enthusiasm, including the ability to work cooperatively with all internal and external stakeholders and promote a positive approach • Commitment to social justice and desire to promote and model the values of Unison in all interactions with employees, renters, clients, and the broader community • Ability to take initiative to problem solve and meet demanding work deadlines with limited supervision • A proactive, collaborative mindset and demonstrated capacity to work independently and within a team environment • Demonstrated ability to maintain confidentiality, maturity, and diplomacy in responding to/and in management of enquiries
Knowledge and skills	<ul style="list-style-type: none"> • Good practical understanding of employment, industrial relations, equal opportunity and occupational health and safety legislation • Strong attention to detail. • Advanced MS Office skills and the ability to embrace and implement new technology where appropriate • Excellent written and verbal communication skills. • Excellent time management, planning and organisational skills with the ability to prioritise and meet deadlines
Workplace Health and Safety	<ul style="list-style-type: none"> • Comply with Unison’s OHS policy and procedures and applicable legislation and promote a positive safety culture • All employees must take reasonable care for the health and safety of themselves and others affected by their actions at work • Regularly inspect your work environment and report any incidents, hazards or near misses that can cause harm or represent a threat to public safety to the relevant Manager or Supervisor • Actively participate in hazard identification and elimination where practical
Other requirements	<ul style="list-style-type: none"> • A current valid and full Victorian Driver’s Licence is essential • This role is subject to a satisfactory National Police History check and Working with Children Check • Applicants who have lived overseas for 12 months or longer during the past ten years must provide the results of an International Police Check • All employees are required to provide evidence of 2 COVID-19 vaccinations

Organisational Relationships

Accountable to	Director Corporate Services
Supervises (Day to Day Operations)	None
Internal relationships	Executive Team People Team All employees

External relationships	Key suppliers
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Physical Inherent Requirements

Office duties	<ul style="list-style-type: none"> • Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks. • General office-based work includes handling files and various paperwork and attending to phone calls and stakeholder enquiries.
Driving	<ul style="list-style-type: none"> • Required to drive private or Unison owned vehicles.
Work environment	<ul style="list-style-type: none"> • May be required to work from different sites, including offsite facilities. • Exposure to varied weather conditions.
Lifting and carrying	<ul style="list-style-type: none"> • Infrequent lifting and carrying of items up to 5kgs.
Bending and reaching	<ul style="list-style-type: none"> • Required to occasionally bend and reach.

Position Description Review

Date Position Description Adopted:	October 2023
Position Description Review Date:	October 2025