

Position Description	
Position Title:	Human Resources Coordinator
Date PD Adopted:	January 2022
PD Review Date:	January 2025

About Unison

Unison provides a diverse range of housing services in Victoria, including social housing, affordable housing, private rental, transitional housing and owners corporation 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.

We provide affordable housing, and work to reduce disadvantage and social exclusion for people who have previously been homeless, by helping to create communities around them. Unison also assists over 3,500 people each year who are homeless or at risk of homelessness.

Unison is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of both 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 LGBTI communities to join our workforce.

Vision

Communities that thrive.

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.

Organisation values

Unison is a values-based organisation and 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 standards of work in line with our Values:

People: We put the customer at the heart of what we do, we value each other and welcome diversity

Respect We are respectful of all and welcome open and honest discussion

Positivity We have a positive and dynamic approach to our work. We embrace change, learn from our mistakes and seek to find solutions

Accountability We do what we say we will do

Position Objectives

Support all aspects of Unison's Human Resources (HR) and Occupational Health & Safety (OHS) functions, including:

- Manage end-to-end employee lifecycle processes;
- Manage the People Team inbox;
- Coordinate annual performance review process;
- Support People Team projects and initiatives.

Key Accountabilities

Employee Lifecycle

- In consultation with relevant managers, manage all aspects of the recruitment, on-boarding and off-boarding of employees, including advertising, collating and distributing applications to managers, organising interviews, inducting new recruits and conducting exit interviews;
- Prepare employment contracts and variation of employment letters;
- Manage remuneration reviews, including communicating pay rate updates to employees and liaison with payroll regarding the same;
- Provide expert advice to management and communicate with employees regarding contractual, industrial instrument and legislative entitlements;
- Assist in the review and implementation of employee attraction strategy;
- Assist in the review and implementation of employee retention and wellbeing strategy. This includes event organisation and other initiatives around organisational culture.
- Coordinate annual performance reviews between managers and employees.

Training

- Liaise with stakeholders to continually identify employee training needs based on legislative, regulatory and contractual requirements and internal needs;
- Source appropriate training and organise delivery within budget and in line with schedule.
- Maintain employee training records.

General

- Manage and respond to queries sent to the People Team inbox and escalate to the Senior People Advisor/RTW Coordinator as required;
- Ensure compliance with legislation, industrial instruments and internal policies and procedures;
- Support the implementation and rollout of new HR/Payroll system;
- Maintain excellent records;
- Develop reports to meet internal and external obligations;
- Other duties as directed by Unison.

Key Selection Criteria

Qualifications & Experience	<ul style="list-style-type: none"> • Relevant tertiary qualifications, or working towards • Minimum 1 years' experience in a HR Coordinator/Administrator role within a medium to large organisation; • Experience in interpretation of industrial instruments; • Recruitment experience; • Good understanding of employment, industrial relations, equal opportunity and occupational health and safety legislation; • Good understanding of payroll processes; • Experience within the non-profit community sector (desirable).
Personal Qualities	<ul style="list-style-type: none"> • Be able to liaise professionally with stakeholders • High regard for confidentiality and customer service • Ability to show initiative, be a self-starter and work autonomously • Ability to work under pressure and manage competing deadlines • A high level of energy and enthusiasm and positive team-working approach
Knowledge and skills	<ul style="list-style-type: none"> • Exceptional attention to detail • Advanced computer skills in all Microsoft Programs especially Excel and readily embrace and implement new technology where appropriate • Good written skills • Excellent interpersonal skills, including the ability to effectively liaise with and provide advice to all levels of an organisation • Good negotiation and problem-solving skills • Ability to work in a flexible and collaborative manner to achieve successful business outcomes
Workplace Health and Safety	<ul style="list-style-type: none"> • Comply with Unison's OHS policy and applicable legislation. • Regularly inspect own immediate work environment and report any incidents, hazards or near misses that can cause harm or that represent a threat to public safety to the relevant Manager or Supervisor. • Actively participate in hazard elimination where practical.
Safety screening	<ul style="list-style-type: none"> • 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 10 years are required to provide the results of an international police check.

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 such as handling files, various paperwork, 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.

	<ul style="list-style-type: none"> • 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.

Organisational Relationships

Accountable to	<ul style="list-style-type: none"> • People Manager
Supervises (Day to Day Operations)	<ul style="list-style-type: none"> • Nil
Internal Liaisons	<ul style="list-style-type: none"> • Executive team • Management group, team leader group • All employees
External Liaisons	<ul style="list-style-type: none"> • Peak bodies