

POSITION DESCRIPTION

Position title	People and Culture Coordinator	Location	National
Position number	HR12	Classification	P2
Business unit	Corporate Services	Employment type	Ongoing
Reports to	Manager, People and Culture	Date of approval	October 2024

Primary purpose of the role

The position of People and Culture Coordinator oversees the full recruitment cycle for ACARA and administration for the People and Culture (P&C) team. The position acts as a trusted adviser to hiring managers for talent acquisition, which includes sourcing candidates through various channels, planning interview and selection processes and nurturing relationships with potential hires and through onboarding. The P&C Coordinator further plays a critical role in supporting the broader talent lifecycle, day-to-day P&C operations, system management and support and undertaking related administrative functions in conjunction with the P&C team.

Key accountabilities

Talent and recruitment processes

1. Collaborate with hiring managers to develop effective recruitment processes and sourcing solutions to attract a quality pool of qualified candidates. In doing so, collaborate with the communications team to enhance ACARA's brand with potential candidates.
2. Proactively source and attract candidates using online channels such as job boards, social media (including LinkedIn recruiter), professional networks and referrals.
3. Implement diversity and inclusion initiatives to attract a diverse talent pool, including sourcing First Nations employees and interns, as part of ACARA's Reconciliation Action Plan (RAP) initiatives to support the development of First Nations employment pathways.
4. Provide guidance to the hiring managers, while maintaining candidate relationship and a positive candidate experience throughout the process.
5. Facilitate job offer discussions and negotiations with candidates, applying an equitable approach to remuneration, in conjunction with the coordination of pre-employment background checks and other required screenings.

Business, system and administration support

6. Support the People and Culture team scheduling or organising training sessions, preparation of onboarding or the new employee inductions, and other P&C program initiatives.
7. Take responsibility for the administration within People and Culture, processing onboarding and offboarding details, while remaining compliant with legal, privacy and organisational requirements.

8. Maintain and update data accurately and confidentiality in the HR information system (HRIS), managing workflows, ensuring data integrity of personal information, employment details, and performance and training records.
9. Provide support and guidance with system (HRIS) administration and configuration requests, liaising with the vendor for solutions.
10. Collaborate with providers and assist in administering programs such as the employee assistance program (EAP), novated vehicle leasing, employee handbook, employment hub intranet pages, addressing employee questions and supporting their understanding.
11. Monitor and manage the people and culture mailbox, including the completion of procurement activity (raising purchase orders or processing invoices), compiling data for audits or senate estimates and responding to employee queries in a timely manner.

Capabilities

Core capabilities are those for which an employee needs immediate competence in order to effectively perform in their role. Other capabilities are expected to be developed during the course of engagement.

The table attached (final page) provides core capability statements that are indicative of the position.

Key relationships

Who	Why
Internal	
Executive and managers	Partner with the business providing advice and services related to talent acquisition and administrative outcomes.
Communications and Strategic Relations (C&SR)	Enhance employer brand, leveraging social media and other online channels to attract candidates and promote the organisation as a strong employer in education.
Employees	Support with related people program initiatives, corporate induction, and the effective utilisation of the Talent Hub and e-learning portals.
External	
State education departments, Universities, and the broader education sector	Enhance sourcing outcomes by establishing links with feeder organisations within the education sector in general, including secondments and lateral transfers.
Recruitment agencies, online service providers and partners	Ensure effective relationships, management of agencies, contractor engagements and First Nations services, and vendor relations where applicable to the role.

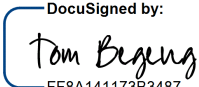
Role Dimensions

Number of direct and indirect reports	Nil
Financial and P&C delegations	Refer delegations of authority

Knowledge, skills and experience

1. Bachelor's degree in human resources or related field (preferred), or proven experience as a coordinator and administrator undertaking similar functions.
2. Strong communication and relationship-building skills, with an ability to work in an every-changing environment with multiple priorities and deadlines.
3. Sound knowledge of talent acquisition practices, sourcing, and social media skills, interviewing and assessment capabilities.
4. Familiarity with applicant tracking systems and broadly, HR information systems (HRIS).
5. Professional certifications (e.g., SHL, Mercer CED) are beneficial, but not required.

Executive manager / CEO approval

Name	Thomas Begeng	Position	Executive Director, Corporate Services and Chief Financial Officer
Signature	 <small>FF8A141173B3487...</small>	Date	16 October 2024 9:00 AEDT

Capabilities for the position

Behavioural indicators provide examples of behaviour that might be indicative of the capability; however, these indicators are neither exhaustive nor prescriptive. The table below references the ACARA Capability Framework, which contains further behaviour examples.

Core capabilities	Capability statement	Level
Teamwork and collaboration	Positive outcomes for ACARA depend on effective interdependency between teams, including substantial consultation and collaboration. Staff at all levels need to be able to engage in constructive debate to reach decisions based on consensus and collaboration. On the basis of being an effective team member, take initiative to help achieve ACARA’s strategic objectives through open and constructive engagement with colleagues.	C
Effective communication	Written and verbal communication is appropriate to purpose, medium, audience and context. Employees are able to have clear conversations that are critical to individual and team effectiveness. Active listening and the ability to check shared understanding are developed as is the capacity to exercise influence and persuasiveness for positive outcomes.	C
Technology	Optimise use of information and communication technology (ICT hardware and software) as well as office equipment to improve the quality and efficiency of work. With expert support, draw upon knowledge of what’s possible in relation to functionality, application, and economics to inform debate and decisions regarding technology integration into workflow/operations.	C
Project and resource management	Plan and execute project methodology/processes effectively and consistently, while optimising the use of resources – human, financial and time – to achieve objectives. Rigorous cost-benefit analysis guides all resource management decisions. Take individual and collective accountability for judicious use of resources maintaining work quality and workplace health and safety. Team members take active roles in process, risk management and continuous improvement.	C