



YWCA CANBERRA

# Position Description

Position Information	
Position	People and Capability Coordinator
Date approved	March 2024
Program	People and Capability
Supervisor	People and Capability Director
Location	YWCA Canberra Central Office
Hours of work	30-38 hours per week
Salary	Grade 3 Level 4 of the YWCA Canberra Enterprise Agreement
General Conditions of Employment	
<ul style="list-style-type: none"><li>YWCA Canberra Enterprise Agreement 2023-2027</li><li>Appointment is subject to obtaining a satisfactory Working with Vulnerable People registration (at own cost)</li><li>Appointment is subject to satisfactory working rights in Australia</li><li>All YWCA Canberra policies and procedures will apply</li><li>Subject to a 6-month probation period</li></ul>	
Position Statement	
<p>Supporting the People and Capability Director and working collaboratively with a full-time HR administrative position, this role coordinates the organisation's human resource processes and develops, reviews, implements and delivers a wide range of human resource services, processes, policies and projects.</p>	
Responsibilities	
Human Resources	<ul style="list-style-type: none"><li>Assist hiring managers in the recruitment and selection of staff including:<ul style="list-style-type: none"><li>Reviewing position descriptions and advertisements.</li><li>Lodging advertisements on job boards, including the Aurion e-recruitment system</li><li>Developing assessment tools.</li><li>Oversighting best practice selection processes.</li></ul></li><li>Manage the appointment and on-boarding of new staff including:<ul style="list-style-type: none"><li>Drafting letters of offer and employment contracts</li><li>Coordinating new starter documentation and onboarding through Aurion</li><li>Creation of personnel files and confidential document management.</li><li>Facilitation of onsite orientation processes and running organisational induction sessions.</li></ul></li></ul>

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	<ul style="list-style-type: none"> <li>• Within Aurion, maintain data in relation to position, recruitment, onboarding, probation and work health and safety processes to ensure full utilisation of the system.</li> <li>• Support work health and safety principles, including worker's compensation cases with the organisation's insurer(s) and rehabilitation providers.</li> <li>• Provide high level support to the People and Capability Director with diverse human resource and change management activities, policy development, learning delivery, managing employment contracts, performance and disciplinary management and work, health and safety matters.</li> <li>• Manage and co-ordinate several email inboxes with external and internal stakeholders.</li> <li>• Provide secretariat support for the Work Health and Safety Committee.</li> <li>• Any other duties as required within the incumbent's capabilities.</li> </ul>
<b>Organisational Support</b>	<ul style="list-style-type: none"> <li>• Manage and contribute to the process improvement and automation of human resources and administrative procedures.</li> </ul>
<b>In relation to YWCA Canberra</b>	<ul style="list-style-type: none"> <li>• Read, understand, and uphold the policies and procedures of the organisation</li> <li>• All employees are expected to work in a manner that aligns with and upholds the Organisation's values and ethics. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by their manager</li> <li>• Contribute to creating a safe and healthy environment for all employees by working within Work Health and Safety frameworks.</li> </ul>
Selection Criteria	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualifications in human resource management and/or experience in human resource management and/or a related discipline.</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in coordinating recruitment, onboarding, work health and safety and separation processes.</li> <li>• An understanding of the employment legislative frameworks that apply to working in the ACT and Australia.</li> <li>• Experience in project coordination, including excellent organisational skills and attention to detail.</li> <li>• Capacity to use human resource management information systems (Aurion desirable).</li> </ul>
<b>Capabilities and Behaviours</b>	<ul style="list-style-type: none"> <li>• Ability to deliver high level of customer service and establish and maintain relationships with key internal and external stakeholders and clients.</li> <li>• Exceptional written and oral communication skills; interpersonal skills; capacity to deal confidently and courteously with people at all levels and a team-oriented attitude.</li> </ul>

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	<ul style="list-style-type: none"><li>• Strong organisational skills, the ability to successfully complete several tasks concurrently, maintain high levels of attention to detail, maintain documentation and record keeping, and meet deadlines.</li><li>• Demonstrated ability to supervise and manage team members to ensure that tasks are completed, and team outcomes are delivered.</li><li>• Ability to work independently with minimal supervision and collaboratively as part of team in a dynamic work environment</li><li>• A confident and capable attitude and awareness of own abilities and strengths, and able to identify professional growth areas.</li></ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• Ability to work within the philosophy of YWCA Canberra</li><li>• High level of computer literacy including using Microsoft products and Human Resource Management Information Systems</li><li>• Current full driver's license and access to vehicle with comprehensive insurance during working hours (if required).</li><li>• Australian Citizenship or suitable rights to work in Australia</li></ul>

Authorisation			
<b>Acknowledgement by Incumbent</b>	Signature:	<b>Date</b>	Click here to enter a date.
	Name:		
<b>Chief Executive Officer</b>	Signature:	<b>Date</b>	Click here to enter a date.
	Name:		

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