

Position Description

POSITION TITLE:	People & Culture Coordinator
DEPARTMENT:	People and Culture
RESPONSIBLE TO:	General Manager, People & Culture
DIRECT REPORTS:	N/A
EMPLOYMENT TYPE:	Fixed Term Contract
LOCATION:	Panorama
<input checked="" type="checkbox"/> National Police Check <input type="checkbox"/> NDIS Worker check <input type="checkbox"/> Working with Children Check <input type="checkbox"/> Medical	

Bedford changes the lives of people with disability by building capacity, independence and wellbeing. We do this by providing a broad suite of NDIS support services including employment opportunities and social participation activities. We offer exceptional tailored services to meet individual goals, in the workplace and in the community. We build healthy relationships, foster skills to last a lifetime, and pride ourselves on providing hands-on support to plan all areas of our customer's lives. Above all, we promote individual choice and control to empower people with disability to live fulfilled and happy lives.

POSITION SUMMARY

This is a critical role in the People and Culture (P&C) team and is responsible for a broad range of administrative tasks across the entire employee lifecycle. The role is primarily responsible for ensuring all people related processes are effective and efficient along with supporting the Human Resources Business Partners (HRBP's) and HR Manager to achieve business outcomes. This position reports directly to the General Manager P&C and works closely with all members of the P&C team.

KEY RESPONSIBILITIES

- Provide timely day-to-day advice, and support to managers and staff across a broad range of People and Culture activities as well as undertaking general administration tasks to ensure the effective operations of the P&C team.
- Ensure the quality and compliance of HR records management including all records stored in personnel files and Skytrust and ensuring regular audits of records is undertaken.
- Contribute to the establishment and implementation of an electronic HR Information System including preparing data for transition.
- Support the recruitment function with onboarding requirements including the preparation of employment contracts.
- Establish monthly workforce reports to enable HRBPs and Managers to proactively manage HR matters as well as producing adhoc reports as required.
- Manage HR-related compliance processes such as background screening checks, including monitoring for expiry and issuing renewal instructions.

- Maintain Organisational Charts across all business areas.
- Maintain and assist with enquiries related to the Bedford Recognition program including login requests, technical questions, purchasing and providing gift certificates to staff.
- Manage purchase orders and invoices related to P&C including preparation for approval by GM P&C.
- Other administrative duties, projects and programs as directed by the GM P&C.
- Maintain effective relationships with internal and external stakeholders.

KEY CHALLENGES

- Maintain a comprehensive knowledge and understanding of relevant Acts, legislation, and Agreements, while remaining up to date and informed on government policy and legislated changes, in addition to NDIS framework and applicable government funding.
- Establish and maintain close working relationships with key internal stakeholders and staff, to develop a comprehensive knowledge and understanding of the needs of individuals which may impact future service offerings under the NDIS.

SKILLS/ATTRIBUTES

Qualities

- High level communication and interpersonal skills to liaise effectively with and foster the cooperation and support with key stakeholders.
- Demonstrated ability to work effectively, under general direction, either independently or within a team, and to work with attention to details, use well developed initiative and judgement to achieve results within competing timeframes.
- Strong attention to detail, organisational and time management skills.
- Well-developed communication and interpersonal skills and the ability to interact positively with a wide variety of stakeholders.
- Proven ability to deliver excellence in customer service, and to establish and maintain effective relationships with internal and external customers, gaining their trust and respect.
- Proven team-oriented approach to work, with demonstrated ability to work collaboratively and co-ordinate information flows within the team and with other business areas.
- Demonstrated high level of confidentiality and discretion.
- A strong motivation to learn and grow in the P&C discipline.

Desired Knowledge

- Recently graduated with a degree in HR, Business, Commercial, Psychology or equivalent or related qualification.
- Demonstrated experience in general administration, reporting and document management.
- Advanced proficiency in Microsoft Office products, particularly Excel, and experience using databases and online systems.

CORPORATE RESPONSIBILITIES

- Have a sound understanding of NDIS Practice Standards, NDIS Code of Conduct, as well as the NDIS Quality and Safeguarding Framework.
- Participate in the Performance Development Program.
- In accordance with current legislation specific to your job role and responsibilities, all staff are required to become familiar with and work in accordance with the *Work Health and Safety Act 2012 (SA)*, *Return to Work Act 2014* and the *National Standards for Disability Services* (the Disability Services Standards).

OTHER RELEVANT INFORMATION

Further Information about Bedford may be found at: <http://www.bedfordgroup.com.au>

I confirm that I have read and understood the Position Description for the position of People & Culture Coordinator.

[NAME]

Signed _____

Date _____