



POSITION DESCRIPTION

Position Title:	<i>HUMAN RESOURCES COORDINATOR</i>
Reports To:	<i>Human Resources Manager</i>
Location:	<i>Mercy Centre Alphington 720 Heidelberg Rd Alphington VIC 3078</i>
Parameters:	<i>Part Time (22.5 Hours per week) 0.6 FTE – with potential for additional hours Tuesday, Wednesday, Friday (spread of hours negotiable over four days)</i>
Date Prepared:	<i>June 2025</i>
Approved By:	<i>Human Resources Manager/ Operations Manager</i>

Organisational Context

The Institute of Sisters of Mercy of Australia and Papua New Guinea (“Institute”) is a religious congregation of Catholic women who endeavour to advance the Reign of God by engaging in the spiritual and corporate works of mercy.

In all aspects of their lives, Sisters of Mercy are motivated by the Gospel of Jesus Christ and inspired by the founding vision of Venerable Catherine McAuley who, with two companions, began the Sisters of Mercy in Dublin in 1831.

Sisters of the Institute are governed by an elected Leader and Council (the Leadership) and serve individually in a variety of ministries.

Concerning its day to day administration, the Institute is served by a dedicated team of people who deliver a broad range of professional and administrative services from a number of locations throughout Australia and Papua New Guinea. These employees work closely with their colleagues, the Executive Director ISMAPNG, the Leadership and the Institute’s communities.

There is an expectation that all employees will consistently respect and uphold the workplace values of the Institute which are:

- Integrity
- Hospitality
- Unity of purpose
- Diligence for Excellence
- Respect for all



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Primary Purpose of the Position

This position is primarily focused on partnering with and providing generalist human resource support and advice to Managers and Staff across the Institute, McAuley Ministries Limited and affiliated ministries.

Reporting Relationships

<u>Direct Reports to this Position</u>	<u>Indirect Reports to this Position</u>
<ul style="list-style-type: none">• NIL	<ul style="list-style-type: none">• NIL

Key Relationships

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none">• Human Resources Manager• Community Leadership and Community Support Assistants• Institute & MML Managers & Coordinators• All Staff• WHS site contacts	<ul style="list-style-type: none">• External government agencies• Recruitment/Payroll Providers• Employer Relations Advisory Bodies• GRC Solutions• CV Check (National Police Checks)

Key Decision Making

<u>Decisions Expected</u> <ul style="list-style-type: none">• Accountable for the quality, integrity and accuracy of data and advice in respect to Human Resources and Payroll related issues• Efficient preparation and delivery of assigned projects• Recruitment in partnership with the recruiting agency• Provision of specialised advice to the Institute, its ministries, particularly MML & CMSL• Liaison with outsourced Payroll personnel
<u>Recommendations Expected</u> <ul style="list-style-type: none">• Contracts of Employment• Policies and procedures development and implementation• Various Projects as required (e.g. Annual Performance Review Report, Learning & Development, Work Place Gender and Equity Reporting)



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Key Accountabilities and Responsibilities

Human Resource (HR) Partnership

- Lead, manage and promote HR and people management practices to achieve shared, operational objectives.
- Develop excellent workplace relationships enabling continuous service improvement when coordinating, developing and implementing HR strategy.
- Establish relationships with Institute Leadership and Managers to build and support their leadership and management capability by providing professional advice, coaching and support on all HR and Industrial Relations matters.
- Develop and deliver people focused cultural change initiatives to create and sustain a constructive and safe workplace culture.
- Manage and resolve employee relations and work, health and safety matters, ensuring that the requirements of the Institute and MML's policies, best practice and employment legislation are met.
- In collaboration with the Human Resources Manager, oversee the development and delivery of change and/or communications programs (including restructures) monitoring progress, reporting back on outcomes and providing advice and support to Leadership.
- Role model high standards of professional behaviour and ethics consistent with the Institute's Code of Conduct, values and other policies.

Operations

- In collaboration with Managers :
 - Oversee, coordinate and deliver the end to end recruitment process.
 - Facilitate the review and development of position descriptions to ensure they remain current and relevant.
- Manage new employment onboarding and offboarding processes across ISMAPNG and MML, including the creation of Employment contracts/packs, coordination of National Police Checks and the distribution of induction checklists for all new employees.
- Oversee and coordinate the Employee Annual Performance Review process and provide an annual report with recommendations in response to employee/management feedback.
- In collaboration with the HR Manager, review all HR administrative procedures to ensure they provide an effective, streamlined and consistent delivery of HR services.
- Assist with Human Resources operations, reporting and interpretation of HR data.
- Evaluate induction and exit interview processes and make recommendations as appropriate.



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Payroll (noting that Payroll is outsourced and processed by an external provider CRM)

- Liaise with the Payroll Provider as required.
- Ensure that any employee payroll changes are supported with signed employment documentation, filed internally and communicated to CRM.

Learning and Development

- In collaboration with the Management Team, coordinate an Institute wide Learning and Development Calendar and monitor its implementation.
- Coordinate and roll out training modules, as required, for the Institute and MML staff.
- Track and record completion of staff training and include completion data in relevant Institute reporting including first aid and CPR certifications.
- In collaboration with GRC Solutions or other learning platform, support staff and resolve any back end issues with the relevant training platform.
- Liaise with the Institute's Employee Assistance provider to offer related ongoing development to staff.

Workplace Health and Safety

- In collaboration with the Human Resources Manager, maintain the WHS (Work Health and Safety) Management System and oversee injury management.
- In collaboration with CRM, coordinate the annual workcover insurance renewal process.
- In collaboration with the HR Manager administer any active WorkCover or injury related claims/incidents.
- Research and provide WHS advice according to government guidelines.
- Track and record staff related WHS data, as required, in accordance with Privacy legislation, for e.g. Pandemic related information.
- In collaboration with the WHS site contacts, track and record the completion of Emergency Management training including Fire Warden training, Fire Equipment training, site evacuation drills, First Aid/CPR training for relevant Institute and MML sites.
- Coordinate staff flu vaccination communication and reimbursements.
- All WHS accountabilities and responsibilities relevant to the position as defined in the WHS/P-004 Structure and Responsibilities in WHS Management System.



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System Management and Process Improvement

- Maintain and manage record of staff movements, new starter and terminated staff checklists, annual performance reviews, emergency management & first aid/CPR trackers and relevant vaccinations.
- Monitor, with Managers, staff probation dates and maximum term contract expiry dates.
- Coordinate the creation and distribution of annual salary review letters for all employees.
- In collaboration with the HR Manager, complete the scheduled HR reports for the Institute Leadership Team (ILT).
- In collaboration with the HR Manager, review, update and recommend HR Policies.
- In collaboration with the HR Manager, prepare and submit WGEA reporting.

Human Resource Manager Back Up

In the absence of the Human Resource Manager, whilst on leave, provide back up support to the Institute/MML.

Values & Formation

- Demonstrate values and behaviours that are in line with the values and ethos of the Institute including an alignment with the mission of hearing the cry of Earth and the cry of those rendered poor, in the context of Integral Ecology and care for our common home
- Actively participate in Mercy formation available within the Institute

Safety of Children and Vulnerable Adults

The Institute is committed to ensuring zero tolerance of abuse in all its forms by creating a culture of safety and respect for all, including prioritising the safety and best interest of all children and vulnerable adults with whom we have contact. All staff and those who work with us are expected to take all reasonable steps to ensure the protection of children and vulnerable adults and to comply with our safeguarding policies and procedures, including responding to and reporting all suspicions and allegations of abuse.

Staff who have access to children through their role must have a valid Working with Children Check. All other staff, prior to commencement, must have a valid National Police Check.

Key Challenges in Achieving Goals

- Geographic spread of offices and staff.
- Providing advice to senior management when resolving issues and conflicts and developing solutions in a manner that is objective, rational and consistent, while also being sensitive to different procedures and cultures within the organisation.



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Qualifications, Experience & Competencies

- Qualification in Human Resources with minimum five years generalist knowledge and experience
- Capacity to contribute effectively as part of a small team and to work autonomously and independently
- Effective communicator who promotes and upholds HR initiatives and values, including discretion and confidentiality
- Ability to effectively manage multiple tasks and priorities whilst meeting deadlines
- Ability to interpret and apply relevant legislation, awards, regulations, policies/procedures
- Highly developed computer literacy skills within a Microsoft Office environment, particularly Excel and Word
- Excellent written/verbal communication skills with a proactive and flexible attitude
- Attention to detail
- Ability to develop and maintain effective working networks with colleagues
- Act with personal and professional integrity with a commitment to uphold and support gospel values and mercy ethos
- Current valid Driver's Licence

Other Matters

- All employees and contractors are required to comply with the policies and procedures adopted by the Institute.
- This Position Description is subject to any Letter of Offer relating to the position.
- This Position Description is not intended to be all inclusive. All employees are expected to undertake other tasks and take on other responsibilities reasonably required to meet the Position Objective.