



POSITION DESCRIPTION

Position Summary

Role Title	Human Resources/Payroll Coordinator
Reports To	Business Manager
Classification	SCHADS 6.1 (subject to qualifications and experience)
Employment	Permanent Part-time; 0.8
Location	One of the YWAHS offices - TBC with the successful applicant – with some travel to other offices

Our vision

Aboriginal people enjoy their culture, family, work, and community life in a safe environment free from violence.

Our mission

Prevent and eliminate family violence so that individuals, families and our communities can live free from violence. We do this through wrap-around services and programs that support healing and cultural

Cultural statement

- Aboriginal and Torres Strait Islander peoples have the oldest continuous cultures in the world.
- YWAHS celebrates and takes pride in the rich spiritual connection, cultural values and practices of Aboriginal and Torres Strait Islander peoples.
- We celebrate the significant contributions made and cultures shared to enrich all communities.
- We acknowledge and respect the special place of the Traditional Owners.
- We appreciate and value the opportunity to live, work and thrive on their lands.

Our principles and values

SELF DETERMINATION A fundamental principle and practice that supports the exercise of true freedom. Full and total control of Aboriginal and Torres Strait Islander peoples' safety, healing, connections to land, country, culture, communities, and futures.

FREE FROM VIOLENCE Everyone has the right to live free from family violence and the fear of family violence.

CULTURAL RESPECT Recognising the cultural diversity that exists among our staff, clients and their families. Respecting the rights, views, values and expectations of Aboriginal and Torres Strait Islander peoples.

HOLISTIC APPROACH Encompassing the wellbeing of an individual, family and community. Recognising not only the physical but the social, cultural, spiritual, emotional and environmental influences of health and wellbeing.

INTEGRITY, TRUST and HONESTY in all our activities. Treating everyone equally, with courtesy, honesty respect and fairness. Being non-judgemental, and modelling ethical behaviour and practice.

ACCOUNTABILITY and PROFESSIONALISM Commitment to delivering safe and professional services to the community. Ensuring cultural appropriateness. Respecting personal and diverse boundaries and practices. Delivering outcomes for clients, community and the organisation.

COLLABORATIVE RELATIONSHIPS with our clients, community, partner agencies, governments and stakeholders to ensure coordination.

KINDNESS, COMPASSION, COURTESY and DIGNITY in our relationships with our clients, our stakeholders and with each other. Valuing the diversity of people and showing proper regard for their interests and **HUMAN RIGHTS**.

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Role Purpose

The HR and Payroll Co-Ordinator is responsible for supporting and delivering people processes across Yowinna Wurnalung Aboriginal Healing Service (YWAHS). This will include leading activities such as: recruitment and induction, maintaining all people related information, supporting interpretation of policies and awards, administering the payroll cycle and providing support to managers and employees on a range of people related matters. They will work closely with the Business Manager to ensure all people practices are compliant and consistent with business objectives.

Key Accountabilities

Business Support and Planning	<ul style="list-style-type: none"> • Contribute to the development, implementation and evaluation of a human resource plan that supports YWAH’s vision, values, business and cultural priorities • Prepare and present monthly workforce reports with key people metrics • Work with the Managers to support workforce planning and determining appropriate actions to ensure business areas are appropriately resourced • Assist with the coordination of internal and external satisfaction surveys, and work as part of the team to develop and implement improvement actions
Employee Relations	<ul style="list-style-type: none"> • Ensure all people related policies and procedures are compliant with Victorian State legislation and Fair Work National Employment Standards • Provide advice to managers and employees in relation to people policies and the application of award conditions • Provide support on people policy and procedure related matters to performance and conduct concerns to ensure appropriate resolution • Update and communicate changes to people related policies and procedures as required • Coordinate investigations where appropriate and other related workforce management matters • Administer employment contracts and ensure employment conditions and contracts are consistent with Modern Awards
Recruitment, Induction and Onboarding	<ul style="list-style-type: none"> • Evaluate, recommend, and deliver actions for attracting, appointing and retaining employees • Establish and maintain streamlined processes for recruitment induction and onboarding to ensure a great employee experience • Coordinate all aspects of recruitment and on-boarding of new employees, ensuring policy, procedures, agreed programs and equity is maintained • Conduct exit interviews and report on areas of concern and establish actions for improvement
Payroll	<ul style="list-style-type: none"> • Partner with the Business Operations Manager and Finance Officer to streamline payroll system and processing to increase efficiency at YWAHS. • Lead all processes associated with end-to-end payroll processing. This includes: <ul style="list-style-type: none"> ○ Electronic collation and processing of staff timesheets on a fortnightly basis ○ Maintain all employee records and payroll personnel files, including employee anniversary dates for Award pay point increases ○ Liaising with staff in relation to any payroll matters or queries relating to staff entitlements ○ Administering the fortnightly pay-run, this includes all transactions that relate to staff payments including pay, deductions, salary packaging, child support payments and

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	<p>other payments as required e.g. termination payments, redundancy</p> <ul style="list-style-type: none"> ○ Providing relevant information to external parties in a timely, accurate and efficient manner as required ○ Processing employee leave entitlements, in accordance with the Awards ○ Manage workflow to ensure processing of all payroll transactions is accurate and timely ○ Assist Finance Officer with quarterly Superannuation Returns <ul style="list-style-type: none"> ● Assist with the preparation of Payroll related correspondence as required ● Produce various payroll, leave and payroll related reports as required
HR Effectiveness	<ul style="list-style-type: none"> ● Actively participate in the continuous improvement of people related systems and procedures ● Maintain appropriate registers in Employment Hero including: <ul style="list-style-type: none"> ○ Training and Qualifications ○ Licenses and Certificates for review (e.g. WWC)
Other	<ul style="list-style-type: none"> ● May be required to perform other duties not specified within this document but commensurate with their classification, experience and skills as required

Required Knowledge & Skills

Education & Experience	<ul style="list-style-type: none"> ● Tertiary qualifications in Human Resources Management or equivalent would be well regarded ● Demonstrated experience working across all elements of the employee lifecycle and the ability to work independently and as part of a small team ● Experience in payroll is highly desirable ● Ideally 5+ years of experience in HR roles ● Experience working with diverse leaders in an Aboriginal organisation is desirable
Essential Knowledge and Skills	<ul style="list-style-type: none"> ● Demonstrated understanding of Aboriginal culture ● Demonstrated experience working across all elements of the employee lifecycle in Human Resources and Payroll. ● Ability to work independently ● Highly developed relationship building and people skills ● High level problem-solving skills with the ability to identify issues or problems and recommend strategies and opportunities for resolving them ● Experience in the development, review and application of human resource policies and practices ● Excellent attention to detail ● Excellent listening skills – listen to understand ● Ability to coach others ● Willingness to learn ● Excellent presentation skills, can break down complex HR concepts and explain them in plain English to a diverse group of stakeholders ● Ability to work in a team environment, often under tight time constraints, to achieve goals ● High level of computer literacy

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Mandatory Role Requirements

- Current Victorian Driver's License
- Travel between sites and clients will be required
- A valid Working with Children Check (WWC)
- Current satisfactory National Police Check
- COVID Vaccination (3 doses)

Job Demands Checklist

YWAHS endeavors to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency Definitions

I	Infrequent	Activity required infrequently, not necessarily all shifts
O	Occasional	Activity required occasionally, not necessarily all shifts
F	Frequent	Activity required most shifts, up to 50% of the time
C	Constant	Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods
N/A	Not applicable	Activity not performed

Normal workplace aspects of the role		Frequency				
Demands	Description	I	O	F	C	N/A
Sitting	Remain seated to perform tasks				X	
Standing	Remain standing to perform tasks		X			
Walking	Periods of walking required to perform tasks		X			
Bending	Forward bending from waist to perform tasks	X				
Kneeling	Remaining in a kneeling position to perform tasks					X
Lifting/Carrying	Light lifting and carrying		X			
Lifting/Carrying	Moderate lifting and carrying - e.g. trolleys, tubs, car seats, shade structures, eskies. Lifting/moving tubs of materials & equipment in/out of cars and from store to activity rooms for activities.	X				
Lifting/Carrying	Assisted lifting (lifting with assistance from another person) – e.g. shade structures, eskies					X
Driving	Driving to and from activities across the region and transporting equipment and passengers		X			
Climbing	Ascending and descending ladders	X				
Pushing/ Pulling	E.g. Moving trailer and attaching and detaching from vehicle.					X
Repetitive work	Keyboard entry, typing, entering data etc.				X	

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment.

Employee signature:

Employee name (Printed):

Date:

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