

	REF: JOB NUMBER: 173:2010 Position Description
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Position Title: POLICY & HR SUPPORT COORDINATOR	
LOCATION: Killian's Walk Bendigo TENURE: 12 Month Contract	CLASSIFICATION LEVEL: In accordance with the St Luke's Anglicare Collective Agreement 2008 (inclusive of above award rates). Classification & Banding - AO3, Yr 1-3 \$52,603 – \$54,665 per annum (pro rata) Attractive salary packaging and tax benefits are offered with this position. St Luke's also offers an above award additional one week of leave per annum.
TIME FRACTION: 0.7 EFT (53.2 hours per fortnight)	REPORTING TO: Human Resources Manager
SERVICE AREA: Human Resources & Organisational Development	PROGRAM: Policy

PURPOSE OF THE POSITION

The Policy & HR Support Coordinator is responsible for developing and improving the Agency culture in regards to the development, understanding and ownership of Agency wide policies and procedures. This position will promote staff and management involvement and engagement in policy development and review, to aid all levels of staff to understand and comply with Agency policies and procedures.

This role also includes project management responsibilities, with a focus on process and system improvements, and support to the HR & OD Team with responses to Industrial Relations queries from staff as well as the management and completion of HR projects and processes as required.

KEY RESPONSIBILITIES AND TASKS

- To facilitate and contribute to the research, review and development of organisational policies and procedures.
- Engage with management and staff, inviting and facilitating their participation and ownership of the development of Agency policies and procedures.
- Facilitate the review of policies and procedures posted on the Agency intranet through meetings and collaboration with key stakeholders.
- Document and action policy and procedure ideas and suggestions.
- Identify and close gaps in Agency policies and procedures.
- Facilitate the Policy Working Group to ensure cross-sectional representation of staff in the review and development and review of Agency policies and procedures.
- Facilitate, support and work collaboratively with Policy Owners and other key stake holders to develop and review Agency policies and procedures.
- Facilitate the review cycle process for all policies and procedures, including scheduling of reviewed policies and procedures at PWG and Executive Meetings, documenting feedback and dissemination of completed and reviewed policies to all staff via the Agency intranet.

- Support staff and working groups to plan, develop, implement and evaluate new or modified policies and procedures.
- Develop project briefs and action them as requested.
- Support and improve HR systems and processes as identified in collaboration with the HR Manager.
- HR project work as requested by the HR Manager.
- Respond to Industrial Relation, employment and Collective Agreement enquiries from staff.
- Advertising of current staff vacancies.
- Responding to community enquiries regarding employment opportunities and current vacancies within the Agency.
- Collating and distributing position applications to relevant recruiting managers.
- Other duties that provide support or assistance to other HR team members as required.

ACCOUNTABILITY AND AUTHORITY (inc. key stakeholders)

This position reports directly to the Human Resources Manager.

This position is accountable for the development, review and dissemination of Agency wide policies and procedures, promoting staff and management engagement and ownership of Agency policies and procedures, as well as supporting the development and improvement of HR processes and systems.

Key stakeholders include internal staff, supervisors, managers, the Executive Team, members of the Policy Working Group and members of the Human Resources & Organisational Development Team.

This position is responsible for embedding best practice into the team's daily duties, ensure compliance with relevant legislation and contracts and report any known breaches according to agency processes. The person fulfilling this role should understand the nature of risk and importance of risk management in an organisation.

KEY SELECTION CRITERIA

PLEASE ADDRESS THESE IN YOUR APPLICATION

1. Demonstrated understanding and commitment to the mission and values of St Luke's.
2. An appropriate tertiary qualification and/or demonstrated experience in policy development and review.
3. An appropriate tertiary qualification and/or demonstrated experience in human resources/industrial relations.
4. Demonstrated project management experience with the capacity to develop and implement clear project plans, and deliver outcomes that meet quality, cost and time specifications.
5. Experience supporting individuals and groups to plan, implement and evaluate new or modified policies and procedures.
6. Excellent written and verbal communication skills, including the ability to engage, liaise and negotiate with key stakeholders.
7. Demonstrated initiative, with the ability to work autonomously on projects.
8. The ability to contribute as an effective and genuine member of a diverse and dynamic team.
9. Solid working knowledge of Microsoft Office windows based programs eg. Word, Excel, PowerPoint, Outlook & Visio.

QUALIFICATIONS AND EXPERIENCE

An appropriate tertiary qualification and/or proven experience in policy development and review and human resource processes/industrial relations, preferably within the human/community services industry.

INHERENT REQUIREMENTS OF THE POSITION

1. Appointment to this position will be subject to a police check and Working With Children Check (if applicable).
2. A commitment to and understanding of, the principles and practice of cultural competence.
3. Participation in the supervision process.
4. Bending and lifting required.
5. Current Drivers Licence.
6. The position requires sitting for prolonged periods of time working on a computer.
7. Some domestic travel may be required.

PERSONAL VALUES

All employees must commit to and respect the values of St Luke's – Respect, Hope, Fairness Quality, Commitment, Community and Openness, uphold confidentiality, be trustworthy, and adhere to St Luke's Code of Conduct Policy. All employees need to have a belief in and understanding of the principles of strengths based practice (refer to St Luke's Employment Information Guide for further information).

PERFORMANCE REVIEW

There is a 6-month probationary period with negotiated expectations for all positions within St Luke's. A performance review is conducted annually with all staff.

PROFESSIONAL DEVELOPMENT

All employees are provided with the opportunity to attend, and expected to attend, agreed training courses as identified through self evaluation, discussion with position supervisor, annual reviews or other appropriate methods.

DOCUMENTATION

All employees must complete and maintain all documentation in accordance with organisational policies and procedures, and relevant quality standard requirements to contribute to continuous improvement in the agency.

It is an expectation that all employee's familiarise themselves with, and abide by all organisational policies and procedures, which may change from time to time.

OCCUPATIONAL HEALTH & SAFETY

As an employee of St Luke's you are required to take reasonable care of your own health and safety, and the health and safety of anyone else who may be affected by your acts or omissions at the workplace. All employees must co-operate with management, the OH&S Officer and OH&S Reps with respect to action taken to comply with OH&S requirements. All employees are responsible for contributing to the OH&S management system by the active identification and reporting of hazards and environmental risks.

In addition, this position is also responsible for ensuring all employees receive OH&S training as necessary to perform their work in a safe manner. Understanding and managing all OH&S requirements relevant to the role.

To submit your application please click on the following email address
HR@stlukes.org.au

APPROVAL OF POSITION DESCRIPTION

To be signed by line manager

Manager

Name: _____ Signature: _____ Date: _____

Next Up Manager

Name: _____ Signature: _____ Date: _____

ACCEPTANCE OF POSITION DESCRIPTION REQUIREMENTS

To be signed upon appointment

Employee

Name: _____ Signature: _____ Date: _____