



POSITION DESCRIPTION

Mallee Sexual Assault Unit – Mallee Domestic Violence Service

Position: Human Resources Coordinator

Our Values: Respect, Integrity, Collaboration, Care, Accountability, Innovation

Our vision: Safety for all

Mallee sexual assault and domestic violence services are an essential part of the primary health care system funded by government. These services are provided free and are available to all victim survivors.

The Mallee Sexual Assault Unit - Mallee Domestic Violence Services provides services to Victim survivors and significant others of sexual assault and domestic and or sexual violence. The components of the service consist of crisis care, counselling services, advocacy, community education, outreach support, information and referral services. The service is non-discriminatory, providing equity of access to all victim survivors and significant others of sexual assault and domestic and or family violence.

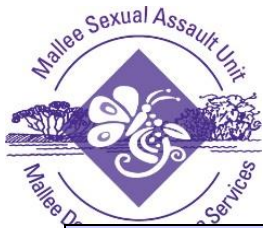
In the Northern Mallee region, centre-based sexual assault and family violence services are provided in Mildura (24 hour response). Services are also provided flexibly and on-demand in Robinvale, Ouyen, Mallee Track, Dareton and Wentworth.

In the Southern Mallee, centre-based sexual assault and family violence services are provided in Swan Hill (24 hour response). Services are also provided flexibly and on-demand in Kerang, Cohuna, Sea Lake, Wycheproof, Balranald and other towns throughout the Buloke and Gannawarra Shire.

Our agency has been delivering these services in the community for over thirty years.

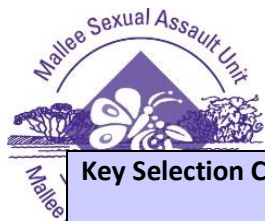
The services we provide include:

- Core and Cluster refuge service with several single unit properties in the community
- family violence case management services to victim survivors
- sexual assault case management services to victim survivors
- therapeutic services for victim survivors of both family violence and sexual assault
- 24 hour family violence and sexual assault crisis service
- partner of the Mallee Orange Door
- outreach offices in Swan Hill
- Swan Hill Orange Door access point
- RAMP Coordination for the region
- FSP Coordination for the region
- Personal Safety Initiative Coordination for the region
- Child Protection partnership programs



POSITION DESCRIPTION

Position Title	HUMAN RESOURCES COORDINATOR
Program	Executive Services
Classification and Award	Social, Community, Home Care and Disability Services Award 2010 – Level 4, PP 1
Salary range	\$82,045.60
Location	MILDURA
Employment status	Full time – Ongoing
Hours per week	38 hours per week with an option to work 40 hours per week with a RDO once every 4 weeks
Reporting Manager	HR Manager
Other Key Relationships	EXECUTIVE TEAM, ALL MANAGEMENT AND STAFF
Closing date for applications	Midnight 23 January 2024
Position Objectives	This diverse operational role will provide essential administrative support and assistance across all facets of the Human Resources function. The role is a key contributor to the development and maintenance of Human Resources best practices and supports valued based organisational culture.
Key responsibilities	<ul style="list-style-type: none"> • Co-ordinate all recruitment activities including attracting talent, arranging job postings, screening candidates, facilitating interviews & finalising appointments. • Coordinate the onboarding & offboarding of employees. • Delivering, and administering content for employee on site Inductions. • Coordinate and administer the employee check compliance system. • Provide administrative support to cyclical activities including performance planning and review and probation review processes. • Manage daily administrative duties to support the functionality of the HR Team. • Assist with HR reporting as required. • Assist with Reviewing and implementing HR policies and procedures. • Provide support for various HR initiatives, project works and events including culture, employee wellbeing and engagement activities. • Maintain HR related systems, data and employee records. • Assist with the continuous improvement of the HRIS. • Applying professional knowledge and judgment to manage queries and escalating support to the HR Manager where appropriate.



POSITION DESCRIPTION

Key Selection Criteria	<ul style="list-style-type: none"> • Excellent organisational & time management skills • Exceptional relationship-building, interpersonal and collaboration skills. • Strong listening and analytical skills. • Ability & preparedness to undertake a wide range of administration tasks requiring a high attention to detail. • Highly effective verbal & written communication skills. • Experience across the full spectrum of HR services. • An understanding of HR best practices, workplace relations legislations, Industrial processes and employment laws. • Proficiency in using programs from the Microsoft Office suite and HRIS software. • Ability to work both autonomously and as part of a team. • The ability to manage confidential information with discretion. • Ability to multi task and manage a busy workload.
Specialist expertise/experience	<ul style="list-style-type: none"> • Minimum level Certificate IV Human Resources Qualification preferred. • Minimum three years experience working in the Human Resources field.
Pre-employment checks	<p>All appointments require:</p> <ul style="list-style-type: none"> • reference checks • national criminal records checks (Applicants who have lived overseas in one country for 12 months or longer in the last ten years must provide international police check from the relevant overseas police agency. Applicants can obtain a check through an organisation providing international police checks via an internet search) • pre-employment misconduct screening • Working with Children Check both for Victoria and New South Wales • Current Driver's License
Cultural safety in the workplace	<p>Mallee Sexual Assault Unit, Mallee Domestic Violence Services recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Mallee Sexual Assault Unit, Mallee Domestic Violence Services can provide for and engage with Indigenous clients and communities more effectively.</p>
Conditions of Employment	<ul style="list-style-type: none"> • Salary and conditions are in accordance the SCHADS AWARD 2010. Salary packaging and Remote Housing incentive is offered with this position. • Monthly RDO accrual for full time employees based on their 40-hour working week. • All offers of employment are subject to a satisfactory Criminal Check, Working With Childrens Check NSW & Vic, current driver's license and Covid vaccination proof of evidence • All offers of employment with Mallee Sexual Assault Unit, Mallee Domestic Violence Services are subject to a six-month probationary period. All staff members will be asked to participate in an annual performance review. • Pre Existing Injury disclosure prior to employment will be required for all existing medical, health and physical injuries/conditions.



POSITION DESCRIPTION

Salary and conditions are in accordance with Social, Community, Home Care and Disability Services Award 2010. Salary packaging and Remote Housing incentive is offered with this position.

38 hours per week with an option to work 40 hours per week with a RDO once every 4 weeks

All offers of employment are subject to a satisfactory Police record check, employment history check (including misconduct or disciplinary action disclosure), Working with Childrens Check NSW & Vic, and current driver's licence.

All offers of employment with Mallee Sexual Assault Unit - Mallee Domestic Violence Services are subject to a six-month probationary period. All staff members will be asked to participate in an annual performance review.

Pre Existing Injury disclosure prior to employment will be required for all existing medical, health and physical injuries/conditions.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name: _____

Signature: _____

Date: _____