



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	HR COORDINATOR
Position no:	50039797
Team:	[People & Culture]
Department:	People Services & Support
Location:	Collinswood
Reports to:	TEAM LEADER, PEOPLE SERVICES & SUPPORT 50050400
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 4-5]
HR Endorsement:	28/10/2022

Purpose

Provide first level advice and support for People & Culture policies, procedures, processes and systems.

This position is open only to Aboriginal and Torres Strait Islander applicants, reflecting our commitment to the ABC's Reconciliation Action Plan, ABC Equity and Diversity Plan and the Equal Employment Opportunity (Commonwealth Authorities) Act 1987.

Key Accountabilities

- Coordinate responses to the People & Culture central email address and phone number, referring or escalating to other members of the Division as required.
- Provide 'how-to' support and advice for employees on People & Culture policies, procedures, processes and systems.
- Maintain an excellent understanding of the organisation's policies and procedures, Enterprise Agreements and intranet content to assist in directing and answering queries.
- Actively seek to grow organisational and HR knowledge to improve the quality and consistency of the services and support provided.
- Assist in maintaining People & Culture content on the intranet.
- Assist in reviewing position descriptions and maintaining the position description database.

- Monitor the People & Culture myRequests and other system dashboards to ensure the timely processing of requests, escalating or providing support as required.
- Assist in identifying training and communication needs across the organisation in relation to People & Culture processes and systems.
- Contribute to developing and implementing initiatives to increase understanding of HR operational and transactional processes and to drive People & Culture system adoption across the organisation.
- Assist the National Contracts Unit with employment audits and preparation of employment contracts and correspondence as required.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Completed, currently studying or intending to study appropriate educational qualifications in Human Resources.
2. Accomplished communication skills with the ability to work in a flexible team-based environment and respond effectively to clients while maintaining and building rapport.
3. Developing knowledge of HR policies, procedures and practices.
4. Demonstrated administrative and organisational skills and experience; ability to meet objectives and deadlines.
5. Knowledge of and familiarity with computer based systems.
6. Ability to handle sensitive matters and maintain confidentiality of information.
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
8. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
9. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.
10. Demonstrated knowledge and understanding of Aboriginal and/or Torres Strait Islander cultures and an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people. And, ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

