**JOB DESCRIPTION**

**People & Culture Organisational Design Coordinator**

About Uniting

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

Role description

This role is responsible for supporting the design and delivery of HR initiatives with a specific focus on qualification and skills mapping. This role reports to the Organisational Enablement Lead and sits within the People and Culture function.

Key responsibilities

* Work with Organisational Enablement, Learning & Development and HR Business Partners to identify and document qualifications required for all roles at Uniting
* Review and update position descriptions to ensure they are consistent and accurate, and capture qualifications required
* Assist with the design of an end-to-end governance process to ensure qualification requirements remain up-to-date and captured in position descriptions
* Create a central place that is the ‘source of truth’ where all related documents can be stored and are accessible
* Design a process for capturing an employee’s qualification where the role requires it and storing it against their employee record
* Supporting Organisational Enablement specialist in administration and delivery of skills mapping project.

Key capabilities:

* Ability to analyse complex and detailed information
* Ability to provide project administration support and meet deadlines
* Build great relationships with our customers and stakeholders
* Experience working with job descriptions and qualifications
* Experience in mapping processes
* Knowledge in records management and document storage
* Basic understanding of competency frameworks and competency mapping
* Excellent communication skills
* Excellent skills using MS Office, in particular Excel and SharePoint
* Strong understanding of how to use technology to streamline processes

Extra desirable:

* Experience working in Aged Care or the community services sector
* Bachelor's degree in Human Resource Management or equivalent

Experience:

Typically, this role will require 3 or more years’ experience in human resources.

As a Uniting employee

You will be an integral member of the Organisational Enablement team in the HR People and Culture team through the following:

* Maintain a high standard of conduct and work performance based on Uniting’s values to promote our reputation with key internal and external stakeholders
* Ensure integration and collaboration across Uniting programs to deliver seamless and impactful end to end services with the customer at the centre
* Actively engage and participate in the performance management framework and review processes at Uniting
* Act in a manner which upholds and positively reflects the Uniting Code of Conduct and Ethical Behaviour
* Contribute to a culture of openness, feedback and productivity.
* Model, communicate and act in ways that are consistent with our values of Bold, Respectful, Imaginative and Compassionate.
* Take care of the safety of yourself and others at all times and undertake work in a safe manner in accordance with policies, procedures and instructions (written or verbal) and in adherence to WHS policies and procedures.
* Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.