



Position Details

Position Title	Human Resource Coordinator
Location	3 Frederick Road Royal Park SA 5014. You may be required to work at other sites within the MTA to meet business requirements.
Reports To (Position Title)	Human Resource Manager
Financial Accountability (Expense Budget and/or revenue)	Operate within expense budgets.
Management Responsibility (No of employees managed/supervised)	N/A

Position Responsibilities

Purpose of the Position	<p>To provide human resource support across the employee lifecycle.</p> <p>To attract, retain and develop engaged, efficient and effective people and processes to maximise 'client' satisfaction.</p>
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In order of importance, list the key responsibilities/activities of the position. Each responsibility should be weighted according to the amount of time/effort spent on it during a normal year. The total weighting will be 100%.

Primary Responsibility	Provide HR advice and support to the Management team at an operational level.	Time Spent 55%
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Purpose of Activity	Assist Managers to maximise the performance of their staff, ensuring compliance with internal and external policies and legislation.	
Example	<ul style="list-style-type: none"> • Coach Managers in processes and best practice. • Support Managers with requests for advice and information and resolve operational issues. • Support the staff performance and development plan/review process. • Support the remuneration review process. • Support Managers in identifying staff training and development needs and coordinate a learning and development program across the MTA. • Support Managers with performance improvement plans for staff. • Recruit, select, on-board and induct staff. • Prepare position descriptions in conjunction with Managers. • Provide advice in respect to the Fair Work Act, employment law and internal policies. • Assist management in resolving grievances, conducting investigations and making recommendations. • Support organisational change. • Support the review and continuous improvement of MTA policies. This includes writing and reviewing policies. • Conduct probation interviews and exit interviews. • Support the reward and recognition program. • Coordinate wellness activities (i.e. Newsletters, R U OK day and activities). • Be a role model and drive MTA values. • Keep up to date with HR trends and new practices. • Attend and communicate regularly at staff meetings. 	

Responsibility (2)	Advise staff on Human Resource matters.	15%
Purpose of Activity	Assist staff in ensuring that HR policies and procedures are understood. Provide support to employees to resolve workplace issues.	
Example	<ul style="list-style-type: none"> • Provide advice to staff and respond to staff enquiries relating to work relationships, MTA policies and support systems. • Assist employees to access relevant support and services. • Provide mediation services. • Deliver staff training i.e. Annual EEO, Bullying and Harassment Refresher Training 	
Responsibility (3)	HR Administration.	30%
Purpose of Activity	To ensure an organised and compliant system of HR records and documents.	
Example	<ul style="list-style-type: none"> • Use Smartsheet to retain employee records. • Supporting the implementation of, transition to and maintenance of a new HRIS. • Administering fit & proper checks, national criminal history checks and working with children checks. • Administer Human Resource related information. • Record keeping and compiling data. • Following up staff and Managers for information/ documents etc. i.e. exit/induction checklists, probation documentation, performance reviews. • Minute meetings. • Provide payroll backup and support. • Schedule training and attendees. • Document preparation i.e. offers of employment, end of probation letters. • Internal and external correspondence. • Amending and formatting policies/documentation- i.e. policies, 	

	record of changes. <ul style="list-style-type: none"> Assisting with the preparation of reports, presentations, data, organisational charts (examples include monthly leave reports, board reports, gender reporting and remuneration survey reports) 	
Total Weighting		100%

Compliance Responsibilities

It is the responsibility of both the manager and incumbent(s) of the role to ensure that the following compliance requirements are met:

- Relevant laws and regulations including the Fair Work Act 2009, WH&S legislation and EEO legislation.**
- RTO and GTO compliance requirements including ASQA.**

Knowledge, Skill and Experience Requirements

Knowledge <ul style="list-style-type: none"> SACE Degree/Diploma Post-Graduate Qualifications Trade Certificate Industry Specific Qualifications 	Essential <ul style="list-style-type: none"> Human Resource or related qualification. Knowledge of the Fair Work Act and employment law. 	Preferred
Skills <ul style="list-style-type: none"> Interpersonal Skills e.g. Communication, Negotiation, Problem Solving, Analytical, Customer Service, Teamwork. 	Essential <ul style="list-style-type: none"> Strong ability to establish and maintain effective working relationships with management and employees. Ability to influence people at all levels. Proven ability to communicate clearly, both verbally and in 	Preferred <ul style="list-style-type: none"> Mediation and investigation skills Payroll

	<p>writing.</p> <ul style="list-style-type: none"> • Excellent problem-solving skills- including a high level of analytical ability. • Exceptional in prioritising own workload to deadlines and the needs of multiple stakeholders. • Enjoys working in a fact paced environment. • Mature outlook & emotional intelligence, maintaining a high degree of trust and confidentiality. • Training delivery/presentation skills. • Self-motivated, showing initiative and a proactive approach. • An excellent role model of MTA values. • Innovative- bring new ideas. 	
<p>Personal alignment with MTA Values</p>	<p>Teamwork: Working together, empowering and supporting one another to achieve our common goals</p> <p>Achievement: We do our best to exceed expectations, striving for innovation in our delivery of relevant and valued services</p>	

	<p>Accountability: We take ownership of all that we do, each taking responsibility for our part in delivering high quality services</p> <p>Respect: We understand, acknowledge and appreciate the needs, opinions and values of everyone by embracing the diversity we have within our organisation.</p> <p>Excellence: We strive to do and be the best in all that we do every day.</p>	
<p>Computer Software</p> <ul style="list-style-type: none"> • Eg. Microsoft suite, Project, Finance. 	<p>Essential</p> <p>Microsoft suite</p>	<p>Preferred</p> <p>Use of HRIS</p>
<p>Technical Skills</p> <ul style="list-style-type: none"> • Licences 	<p>Essential</p> <p>Drivers Licence</p>	<p>Preferred</p>
<p>Experience</p> <ul style="list-style-type: none"> • Industry and/or field experience. 	<p>Essential</p> <p>Generalist end to end human resource experience- minimum 3 years</p>	<p>Preferred</p> <p>Experience in providing support through organisational change.</p>

Frequent Contacts

<p>Internal Contacts</p> <p>Includes organizational managers and employees.</p>	<p>Chief Executive Officer</p> <p>MTA Managers</p> <p>MTA Employees</p>
<p>External Contacts</p> <p>Includes customers, members, suppliers, Government bodies, industry groups, competitors</p>	<p>Government bodies</p> <p>Industry groups</p>