

Job Description

Job Title:	HR Co-ordinator
Reports to:	Human Resources Manager
Work Type:	Part – Time (Up to 30 hours per week)

Job Purpose

The job purpose is to support the HR Manager in the human resource function at the Euroa property, including recruitment, induction, training, reporting to management, licensing, performance management and development as well as any ongoing staffing requirements to ensure that the business maintains established principles of superior employment practice.

The role is responsible for numerous day to day administration for Human Resources as well as supporting staff on day to day requests, communication with Race Side, Administration, Accounting, Maintenance and Domestic Services.

The post holder would also be in support capacity for workplace safety, WorkCover, Payroll as well as general office administration for the Office Manager in a relief capacity.

This position works within a small team to ensure company effectiveness and efficiency.

The post holder has a duty of care for the occupational health, safety and wellbeing for self and others in the workplace and works with minimal supervision.

Key relationships

To be effective in this role, the post holder must communicate clearly and reliably with:-

- Human Resources Manager
- Office Manager
- RTW Co-ordinator
- Senior Foreman and Team Leaders
- Accounts Team
- Training providers, industry bodies and VECCI
- External suppliers

Principle Administration & Support Responsibilities

Organisation, People & Performance

- 1) Administrative Support to HR Manager in co-ordination of recruitment of staff to support Team Leaders with selection and appointment of new employees which includes:-
 - (i) research and analysis;

- (ii) arranging advertising;
 - (iii) conducting interviews;
 - (iv) conducting reference checks; and
 - (v) assisting the Senior Foreman and HR Manager with selection process.
- 2) Participate and assist HR Manager and Payroll Officer where required with the weekly payroll cycle for Euroa including reviewing timesheets, answering employment queries and efficient and precise data entry;
 - 3) preparing letters of offer and job descriptions for new staff and overseeing the integration of new employees into the workplace;
 - 4) supporting the Team Leaders and Head Foreman with the induction process and orientation of new staff, trainees and work experience students;
 - 5) co-ordinate staff accommodation and managing database thereof and the ongoing management and inspection of company property;
 - 6) arrange assessment and training to ensure safe working practices and compliance with standard operating procedures and company policies and procedures;
 - 7) support the HR Manager in the performance management process, including grievances, disciplinary process and staff incentive schemes;
 - 8) Provide exit interviews and arrange separation procedures with HR Manager ;
 - 9) Take an active role in the operation of OHS & W policies and procedures by assisting it he administration thereof and HR Manager in reporting to management;
 - 10) assist HR Manager, RTW Co-ordinator and staff in WorkCover claims to facilitate early and safe return to work outcomes, where required. Relief support for the RTW Co-ordinator to staff with medical appointments, liaising with doctors and co-ordination with staff;
 - 11) in conjunction with the Head Foreman and Team Leaders, establish a culture of safe behaviours and contribute to the continuous improvement of systems and processes, including administration and circulation of Human Resource policies and procedures where directed by the HR Manager to implement and maintain standard operating procedures;
 - 12) Setting an example for safe behaviours and practices including offering guidance to employees, assisting the OH&S Committee.
 - 13) Ongoing day-to-day assistance of a small but busy office including ad hoc duties such as receiving visitors, answering the telephone and co-ordinating external supplies and supporting the maintenance team with this process;
 - 14) Other tasks within the post holders scope of competence and ability, on request.

Administration responsibilities

- 1) Clerical and administrative tasks including word process, producing reports both written and spreadsheets, letters and sundry correspondence.

General Responsibilities

1. In accordance with the OHSW Act, Section 21, you must:-
 - Protect your own health and safety
 - Avoid adversely affecting the health and safety of any other person at work
 - Obey reasonable instructions from the company regarding health and safety
 - Not endanger yourself or any other person by the use of drugs and alcohol
2. Maintain confidentiality.
3. Willing to undertake training as required by the Company.
4. Adhere to and promote the Lindsay Park Racing "Code of Conduct" and company values.

Knowledge, skills, experience and qualifications

- Minimum of Cert IV or equivalent in Business Administration and/or Human Resources.
- OH & S Certificate (or at least some workplace training or awareness).
- Awareness in Return to Work Co-ordination (preferred, but not essential)
- Ability to understand, interpret and implement Policy and Procedure.
- Understanding of Australian employment legislation, Awards and Agreements;
- A minimum of 5 years office administration experience.
- Advanced literacy and communication skills sufficient to conduct interviews, meetings, prepare reports, letters and invoices.
- Ability to foresee prospective needs and requirements without direction.
- Ability to take direction, work under pressure and meet deadlines;
- Co-operative, responsible and scrupulous etiquette with proven interpersonal and emotional intelligence skills.
- Ability to work in a small team and independently.
- Experience in thoroughbred racing is preferred, but not essential.
- Current Driver's licence.