



Job Description: Human Resources Coordinator

POSITION TITLE:	Human Resources Coordinator
POSITION NUMBER:	HR006
CLASSIFICATION LEVEL:	SO C
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	Manager, Human Resources
LAST REVIEWED:	October 2021

KEY FUNCTIONS

The HR Coordinator is the senior HR Advisor's whose primary function is to provide effective, accurate and timely, HR advice to Manager and employees of the CLC.

The HR Coordinator will deputise of the HR Manager in his/her absence and have responsibilities for entire HR, Payroll and WHS functions. This is a position with hands on duties along with supervision and internal consultancy function within the CLC Organisation.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Supervise, plan and coordinate the performance of a specified HR staff in accordance with the CLC organisational objectives. Including responsibility for:
 - Recruitment
 - Managing staff performances
 - Learning and development
 - Work Health and Safety
2. Work with the HRM and other Coordinators of the HR Section to provide timely and efficient HR services across the organisation this will also involve the coordination of planning and monitoring activities with in the section, as time permits.
3. Lead the team in weekly review of activities and allocate/monitor project work in collaboration with the team if required.
4. Respond to request for assistance from the Manager/Supervisor to ensure alignment of HR practices with regulatory, legislative and organisational requirements.
5. Provide advice and support to employees on all aspect of the human resources function including employee relation, performance management, grievance and complaints handling.
6. Understand the EA, other industrial instruments, CLC policy and procedures to enable thorough and appropriate advice to Managers and employees.
7. Provide advice on managing underperformance and misconduct.
8. Under the direction of the Manager, Human Resources manage key strategic HR projects and initiatives, including reviewing and updating policies and procedures, consulting the broader HR team as appropriate.
9. Under the direction of the Manager, Human Resources manage key strategic HR projects and initiatives, including reviewing and updating policies and procedures, consulting the broader HR team as appropriate.
10. Assist in the development of appropriate skills, experience and expertise of Aboriginal staff
11. Other duties that are safe, legal, logical and responsible with being within limits of employee's skill, competence and training consistent with the classification structure

MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act, 1976
- Northern Territory Aboriginal Sacred Sites Act
- Native Title Act, 1993
- CLC Corporate Plan
- CLC Enterprise Agreement and Code of Conduct
- CLC Risk Management Plan
- Industrial Relations Legislation
- Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- Work Health & Safety Act (Cwth) 2011
- Workers Compensation Legislation
- Anti-Discrimination and Privacy Legislation and
- CLC Policies and Procedures

WORKING RELATIONSHIPS

- Reports to and receives direction from Manager, Human Resources
- Supervise identified team members of the Human Resources Section
- Work collaboratively with all other staff of the Human Resources Section in making positive contributions to the CLC's performance
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to facilitate the delivery of organisations overall objectives; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions

EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy

SELECTION CRITERIA

ESSENTIAL

1. Tertiary qualification in Human Resources, Industrial Relations or equivalent.
2. Minimum 3 years working experience in a similar role and 3 years previous HR generalist experience at the operational level.
3. Demonstrated experience in providing advice and support to people at various levels of an organisation, including strong and effective negotiation and influencing skills.
4. Demonstrated experience in issues management and investigations.
5. Sound knowledge of the Fair Work system and working with industrial relations laws and framework.
6. Advanced computer skills across a range of applications, including Microsoft Word, Excel, Outlook and HRIS.
7. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people.
8. A current Ochre Card or equivalent or capacity to get.
9. A current NT (or capacity to get) driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.

DESIRABLE

10. Knowledge and understanding of the overall context in which the Central Land Council operates.
11. Knowledge of Aboriginal society and culture and an understanding of relevant contemporary issues.
12. Demonstrated ability to effectively research and under projects aimed at improving systems, processes and procedures relevant to human resource management.

APPROVED COPY: D22-62981

APPROVAL DATE: 12 October 2021