

AVI Position Description – People and Culture Coordinator - AVI

POSITION TITLE: People and Culture Coordinator	CLASSIFICATION: AVI Band 2 <i>(TRP \$60 – \$73K p.a.)</i>	PROGRAM: AVI – Office of CEO	DATE: January 2021
LOCATION: Melbourne	REPORTS TO: People and Culture Manager AVI	POSITIONS REPORTING TO THIS ONE: N/A	
ORGANISATION <p>AVI is an Australian not-for-profit organisation committed to achieving economic and social development outcomes across Asia, the Pacific and the world. AVI believes in self-determination with locally owned and led change. We work for a peaceful, sustainable and just world by partnering with people and organisations to share skills, knowledge and experience to achieve the positive change and development goals they seek.</p> <p>As an international development not-for-profit with 150 staff, AVI has offices in Melbourne and 22 countries internationally supporting students, volunteers and mentors in 28 developing countries. AVI is a managing contractor for DFAT with \$195m under management, predominantly under the Australian Volunteers Program.</p>			
KEY OBJECTIVE: <p>The purpose of this role is to provide high level administrative and advisory support to the People and Culture function across a variety of areas. This role is responsible for assisting with the provisions of quality and timely HR support services, and people operations across AVI in all countries where staff are present.</p>			
RELATIONSHIPS AND INTERACTIONS: Internal <ul style="list-style-type: none"> • People and Culture Manager • People and Culture Business Partner • AVP Staff and Managers • Payroll & Finance • Shared Services Administrator External <ul style="list-style-type: none"> • Vendors and Providers for various HR related services • Candidates for Recruitment purposes 		PHYSICAL DIMENSIONS: This role requires the ability to: <ul style="list-style-type: none"> • Sit or stand for long periods, as well as regular bending, crouching and reaching. • Use an appropriate lifting technique to manually handle office files and items. • Operate a computer accommodating reasonable adjustments. • React to a display (computer screen) throughout the workday. • Use a telephone within reasonable adjustments (including use of headset). 	
DECISION MAKING: This role works under the supervision and direction of the People and Culture Manager. This role will conduct tasks, and activities requiring the use of knowledge in a specialised field. This role will perform duties consistent with defined scope of		POSITION DIMENSIONS: N/A	

work set by the People and Culture Manager, alongside the People and Culture Business Partner, with limited scope to work outside these parameters.		
<p>VALUES: We expect all our employees demonstrate the ability to uphold AVI Values through behaviour, leadership, and projects. Our Values are: Equity and Social Justice Diversity and Inclusion Integrity Partnership Solidarity Respect</p>		
<p>KNOWLEDGE AND EXPERIENCE REQUIREMENTS Knowledge and demonstrated experience in:</p> <ul style="list-style-type: none"> • Sound understanding of the Fair Work Act and National Employment Standards. Experience with International Labour Laws will be highly regarded. • Experience in the application of Specialist HR fields, specifically: Recruitment, Learning and Development, Work Health and Safety and Reward and Benefits) • Exposure to HRIS systems (ELMO) <p>Skills and Attributes</p> <ul style="list-style-type: none"> • Excellent interpersonal and consultation skills with the ability to work cross culturally • Demonstrated ability to handle sensitive information with a high level of confidentiality • Adaptability and ability to work with diverse staff members and with all levels of management • Ability to maintain positive stakeholder relationships and work collaboratively with AVI and external stakeholders, requiring high levels of verbal and written communication. • Excellent organisational and time management skills and proven attention to detail • Excellent customer service skills with capacity to answer queries from a wide range of stakeholders via electronic correspondence and phone • Strong computer/IT literacy and skills <p>Qualifications</p> <ul style="list-style-type: none"> • Tertiary qualifications and/or equivalent experience in HR and 2+ years' experience in a similar role 		
ACCOUNTABILITIES		
KEY RESULT AREA	KEY ACTIVITIES	PERFORMANCE MEASURES
People and Culture Admin Support	<ul style="list-style-type: none"> • Ensure that HR documentation is up to date, easily accessible and printed material is refiled and available as required. • Ensuring all invoices are promptly paid for all People and Culture Vendors • Prepare staff letters, contracts and forms regarding condition changes in line with established policy/processes and labour laws • Track organisation-wide completion and filing of training, performance planning and other People and Culture forms/documents • Ensuring Payroll and Finance receive all relevant forms at the right time to assist with monthly pay cycles 	<ul style="list-style-type: none"> • Administration completed pro-actively, and in a timely manner • compliant with Policy and Procedure and relevant legislation

	<ul style="list-style-type: none"> • Issue staff Exit/Entry surveys as required • Electronic and other files to be organised, kept up to date and within internal protocols 	
Recruitment & Onboarding	<ul style="list-style-type: none"> • Provide administration support for the People and Culture recruitment function including; posting jobs to AVI website & external job boards, responding to basic candidate enquiries, preparing interview documentation and conducting background/reference checks • Assist management in the preparation of Position Descriptions • Provide appropriate candidate care for each applicant: i.e.: respond to general employment queries • Ability to Screen and Short list candidates appropriately and provide short-lists to hiring managers • Coordinate recruitment panel and book interviews • Prepare interview questions for each recruitment • Coordinate temporary/relief staff with relevant labour hire companies • Develop employment contracts for successful candidates • Setting up interview rooms and Zoom/Virtual interviews • Ensure new staff are set up for their first days, including all appropriate Onboarding and Induction materials are up to date 	<ul style="list-style-type: none"> • Administration completed pro-actively, and in a timely manner • compliant with Policy and Procedure and relevant legislation • Look for opportunities for process improvements
Remuneration and Benefits	<ul style="list-style-type: none"> • Assist Payroll where applicable • Assisting Finance and People and Culture with the administration for Annual Salary reviews & Remuneration reviews • Coordination of Staff Awards Program 	<ul style="list-style-type: none"> • Accurate and timely support
Learning and Development	<ul style="list-style-type: none"> • Generate/maintain all relevant training documentation /records • Maintain records kept in the LMS and create online packages where relevant • Co-ordination or internal and external F2F training including setting up training rooms • Update and upload learning content to LMS for Staff Learning 	<ul style="list-style-type: none"> • Completion rates of compulsory learning
People Operations & Projects	<ul style="list-style-type: none"> • Management of the administrative back end maintenance of HRIS system ELMO • Assisting in the development of materials for respective HR projects and strategies 	<ul style="list-style-type: none"> • Effective management of the Administration of the HRIS System – ELMO

	<ul style="list-style-type: none"> • Research best practice HR as required and requested 	<ul style="list-style-type: none"> • Demonstrated commitment to continual improvement
Workplace Health and Safety	<ul style="list-style-type: none"> • Take a proactive role in ensuring a safe and healthy office environment for all staff – including staff in our International Offices • Coordinate the nomination and training of all OH&S representatives including First Aid officers and Fire Wardens • Administration of WHS practices • Generation of reports as required 	<ul style="list-style-type: none"> • Timely, effective and compliant WHS information to all staff
Team Work	<ul style="list-style-type: none"> • Develop and maintain proactive and productive working relationships with both internal and external stakeholders • Communicate information as appropriate with relevant team members and to ensure they have up-to-date information • Participate in team activities and meetings demonstrating respect and consideration for individual experience and expertise. • Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of AVI 	<ul style="list-style-type: none"> • Mutually respectful and collaborative working relationships within and between teams • Feedback from stakeholders
<p>ADDITIONAL REQUIRMENTS:</p> <ul style="list-style-type: none"> • In addition to the above, any and all other duties and responsibilities are to be performed as required and consistent with this role • This role may require some work outside of regular hours • Understanding of, and commitment to, EEO and privacy principles • A Background and Security and commercial credit check will be performed as a requirement of this role • An offer of employment to this role may be subject to a satisfactory criminal record check. This may include require appropriate international police clearances if you have lived in a country (or countries) outside of Australia for a period of more than 12 months in the last five (5) years • Continued employment may be subject to additional security checks from time-to-time 		