



NEW SOUTH WALES ABORIGINAL LAND COUNCIL

Human Resources Coordinator

- Socially rewarding role
- Revamped HR Team
- Parramatta location

About the company

This organisation is a peak representative body that protects the interests and aspirations of its members and the broader community. The corporate office is based in Parramatta with regional offices spread across the state. As a result of an organisational review, there is a transformation program underway and this position (along with 2 others in HR) have been created to transform the HR function to a full service HR/OD model.

About the role

Reporting to the People & Workplace Manager, The Human Resources Coordinator will act as the “Engine Room” for the HR function and assist with the implementation of HR processes and systems (such as HRIS and new recruitment software).

You will be responsible for providing high quality support to the HR Business Partner and People & Workforce Manager across the entire HR function with the support of a HR Trainee Administrator.

Some of your key responsibilities will include:

- Respond to all first line enquiries
- Assist in streamlining and simplifying HR operational processes.
- Provide reporting and analysis on all HR metrics
- Support the HR operations through maintaining the HRIS and facilitating the administration of induction programs, performance review and development, probation and remuneration reviews, and learning and development programs.

Skills & experience

The successful Human Resources Coordinator will have experience supporting a HR function in a coordinator and administrative perspective.

Ideally, you will have experience with the implementation of HR systems and consider yourself technically savvy with good reporting skills. .

You will have a proactive, collaborative approach with strong customer service skills and a continuous focus on process improvement is essential.

Culture

The culture is welcoming, warm and genuine where relationships are highly important and you can make a significant difference to many people.

Benefits

- Flexible environment
- Circa \$110,000 package inclusive of NFP Benefits

About Applying

If you feel you have the appropriate skill set to deliver this role then please apply via the advert on our website. Applications that are successful will be contacted.

Please apply online or for further information in confidence telephone Keilee Armstrong on 02 8256 2527 at The Next Step or email karmstrong@thenextstep.com.au quoting reference no. 2922531.

You must hold Australian right to work credentials to be considered for this role.

**CLICK FOR FURTHER
INFORMATION AND TO APPLY**