

Position Title:	Human Resources Coordinator
Reports to:	Human Resources and Organisational Development Manager
Direct reports:	Nil
Review date:	August 2022

Position objective

The Human Resources Coordinator will support the Human Resources and Organisational Development Manager (HRODM) in providing administrative and operational HR advice and support. This role will support the end-to-end delivery of core HR services within the organisation, including (but not limited to): recruitment and onboarding, performance management, remuneration and benefits, culture, health and wellbeing, learning and development, departures, and general HR administration and support.

Newcastle Airport's Values

TRUST - always acts with integrity

ENGAGED - passionately exchanges thoughts and ideas to generate an actively creative environment

COMMITTED - doing what you'll say you do

ACCOUNTABLE - having the courage to be held accountable and to hold others accountable

RESULTS DRIVEN - strive to ensure results are achieved

Key accountabilities and responsibilities

Recruitment & Onboarding

- > Manage end-to-end recruitment process, including but not limited to, generating advertisements, shortlisting candidates, coordinating and attending interviews, submitting appropriate documentation for approval, coordinating screening processes, and coordinating candidate feedback / offers of employment and liaising with external recruiters;
- > Prepare and issue new employee documents pack, including the Contract of Employment;
- > Complete required forms and checklists to complete new starter setup;
- > File new employee documents and issue to payroll, as required;
- > Conduct Corporate / HR induction for all new starters;
- > Set up and distribute induction material and provide support, as required, to ensure all required inductions are complete;
- > Oversee and drive the probation review process to ensure these are completed for all new staff on time; and
- > Establish and run targeted campaigns promoting Newcastle Airport as an employer of choice (e.g. Uni Career days), in consultation with the HR & OD Manager.

Performance Management

- > Coordinate and support the annual performance appraisal process and associate training to help ensure these are completed on time;
- > Monitor and provide reports on performance appraisal completion rates; and
- > Assist in preparing performance improvement and disciplinary documentation, as required.

Remuneration & Benefits

- > Manage Rewards & Recognition Program, in consultation with the HRMOD;
- > Coordinate Employee of the Month & Year nominations and selection;
- > In collaboration with Finance, provide information and prepare documentation for annual remuneration increases;
- > Provide advice and support regarding salary/wage increases;
- > Prepare and issue wage/salary increase, higher duties & variation forms/letters & issue to payroll; and

- > Prepare remuneration benchmarking reports, as required.

Culture & Values

- > Actively promote and align with NAPL's core values, at all times;
- > Prepare agenda, take and distribute minutes for Culture Committee;
- > Coordinate staff surveys, as required; and
- > Arrange adhoc culture / values collateral and initiatives, as required.

Health & Wellbeing

- > Coordinate the health & wellbeing program;
- > Assist in developing the Health & Wellbeing calendar for each financial year; and
- > Arrange adhoc health and wellbeing initiatives, as required.

Learning & Development

- > Create, coordinate and monitor the completion of training, as required;
- > Administer the learning management system and framework (including system and records management);
- > Process training requests;
- > Maintain the Training Matrix to ensure it remains current; and
- > Assist in developing training material and coordinate staff training, as required.

Departures

- > Oversee voluntary terminations to ensure necessary paperwork and checklists are completed, in consultation with payroll; and
- > Conduct exit interviews for voluntary terminations and collate data to identify trends.

HR Administration

- > Provide a high level of advice and administrative support to internal stakeholders regarding HR processes and issues, as required and in consultation with the HRODM;
- > Prepare content for internal communications (e.g. Friday Flyer);
- > Assist with the implementation of people strategies, systems, policies, processes and tools, as required;
- > Create and update position descriptions, as required;
- > Prepare and issue forms and letters regarding transfers / contract changes / secondments etc; and
- > Prepare regular and adhoc HR reporting, including the Monthly Management report, as required.

General

- > Maintain continual alignment with NAPL's values and behaviours;
- > Comply with NAPL's Policies, Procedures and any reasonable directive, at all times;
- > Display consistent compliance, accountability and due diligence with all safety and security matters at all times; and
- > Complete any other duties within your skills and abilities, as required by your Manager.

Qualifications and experience

Essential

- > Tertiary qualifications in HR (degree or diploma)
- > 1-2 years experience in a similar role
- > Strong written and verbal communication skills
- > Demonstrated ability to build effective working relationships at all levels
- > Exceptional organisational skills and attention to detail
- > Positive, proactive and results driven approach
- > Demonstrated alignment with NAPL's core values and behaviours
- > Ability to manage multiple and often competing priorities
- > Demonstrated ability to safeguard and maintain confidential information;
- > The ability to work collaboratively, as well as autonomously with minimal supervision
- > Advanced MS Office skills – particularly Word, Excel and Powerpoint

Desirable

- > White collar end-to-end recruitment experience
- > Experience coordinating culture, health and wellbeing initiatives
- > Experience administering a learning management system (e.g. Donesafe)

Work Health and Safety

While at work NAPL workers must:

- > Take reasonable care for their own health and safety
- > Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- > Comply with any reasonable instruction that is given to allow NAPL to comply with the WHS Act
- > Cooperate with NAPL policies and procedures relating to health or safety.

Value Behaviours

Our culture is underpinned by core values and behaviours, which define how we do business. All employees are expected to demonstrate our values and behaviours at all times, as follows:

Value	Behaviours
Trust Always acts with integrity	<ul style="list-style-type: none"> ✓ Practices open and transparent communication. ✗ Doesn't engage in unnecessary secrecy.
	<ul style="list-style-type: none"> ✓ Is a supportive team player. ✗ Doesn't dismiss others.
	<ul style="list-style-type: none"> ✓ Consistently demonstrates honesty and ethical behaviour. ✗ Doesn't engage in lying, deception, corruption or manipulation.
	<ul style="list-style-type: none"> ✓ Demonstrates a healthy respect for others, equality and inclusiveness. ✗ Doesn't engage in rude, bullying, discriminatory or undermining behaviour.
	<ul style="list-style-type: none"> ✓ Applies an open door policy and is willing to offer input and ask for help. ✗ Doesn't ignore or undervalue others.
	<ul style="list-style-type: none"> ✓ Supports other staff in need across the business. ✗ Is not just in it for themself.
Engaged Passionately exchanges thoughts and ideas to generate an actively creative environment	<ul style="list-style-type: none"> ✓ Shares knowledge and collaborates with others. ✗ Avoids dysfunction created by working in isolation.
	<ul style="list-style-type: none"> ✓ Approaches work with a positive attitude. ✗ Avoids consistent and unproductive negativity.
	<ul style="list-style-type: none"> ✓ Supports progressive and forward thinking. ✗ Resists inaction and stagnation.
	<ul style="list-style-type: none"> ✓ Openly engages in healthy conflict by respectfully discussing different ideas and opinions. ✗ Doesn't behave in a combative or disruptive way.
	<ul style="list-style-type: none"> ✓ Helpful and assists other staff / teams in need wherever possible. ✗ Is not indifferent to the problems of others.
	<ul style="list-style-type: none"> ✓ Consistently "walks the talk" by doing what they say they'll do. ✗ Doesn't make empty promises.
Committed Doing what you say you'll do	<ul style="list-style-type: none"> ✓ Consistently demonstrates a "can do" attitude. ✗ Isn't restricted by an unwillingness to try.
	<ul style="list-style-type: none"> ✓ Reliable and consistent in their approach to work. ✗ Avoids careless and unpredictable behaviour.
	<ul style="list-style-type: none"> ✓ Open and adaptable to change to meet the growing needs of our business. ✗ Is not inflexible, rigid or change resistant.
	<ul style="list-style-type: none"> ✓ Open to giving and receiving constructive feedback as an opportunity to learn. ✗ Doesn't become negative or defensive.
	<ul style="list-style-type: none"> ✓ Takes responsibility for their actions. ✗ Doesn't "pass the buck" or deny their mistakes.
	<ul style="list-style-type: none"> ✓ Proactively seeks advice and input from others to stimulate learning and innovation. ✗ Isn't restricted by unwillingness or fear of judgement.
Accountable Having the courage to be held accountable and to hold others accountable	<ul style="list-style-type: none"> ✓ Is committed to being truthful with each other. ✗ Doesn't withhold important information from others.
	<ul style="list-style-type: none"> ✓ Applies consistent standards across the organisation. ✗ Avoids favouritism and "rules don't apply to me" attitude.
	<ul style="list-style-type: none"> ✓ Adopts a strategic approach to achieve business goals. ✗ Doesn't prioritise work effectively.
	<ul style="list-style-type: none"> ✓ Adopts big picture thinking and commitment to achieving business goals. ✗ Doesn't prioritise our own / team agendas over business goals.
	<ul style="list-style-type: none"> ✓ Ensures goals are clearly understood which they are focussed on achieving. ✗ Doesn't lack direction.
	<ul style="list-style-type: none"> ✓ ✗

Value	Behaviours
	<ul style="list-style-type: none"> ✓ Employs effective strategies to ensure goals are achievable. ✗ Doesn't set unrealistic expectations for what can be achieved. ✓ Prioritises own work effectively and communicates capacity constraints early. ✗ Doesn't become over committed.

Position description approved

Employee _____ Date _____

Supervisor _____ Date _____