



# BIBLE SOCIETY AUSTRALIA

## JOB DESCRIPTION

### POSITION IDENTIFICATION

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Position Title: Human Resources Coordinator  
Division / Portfolio: Corporate Services, BSA (& Finance, Koorong)  
Reports to: HR Manager  
Position Address: Macquarie St, Sydney NSW 2000 & 28 West Parade, West Ryde NSW 2114  
Employment Status: Fixed Term Contract

### POSITION OBJECTIVE

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- To provide operational support to the HR Manager through the efficient implementation of HR and WHS procedures and systems to equip company management to attract, retain, equip, develop and effectively manage high quality staff for the ministry of Bible Society Australia, whilst maintaining a safe workplace for all.

### KEY RESPONSIBILITIES

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**HR Coordinators will perform responsibilities as allocated from the below list. These areas of responsibility may change from time to time, and some areas may require contribution from all team members.**

Proposed initial responsibilities may include:

- Training and Development
- Employment Contracts and Advice
- Retention/Exit Strategy
- Coordination of HR processes/administration (eg. probation reminders, org charts)
- Other HR Support/General

1. Recruitment and Engagement	<ul style="list-style-type: none"><li>Create Job Descriptions</li><li>Write and coordinate the posting of job ads</li><li>Review offer letters and conditions of employment</li><li>Oversee and implement Induction training in conjunction with Managers</li><li>Coordinate Probation reminders</li><li>Update organizational charts</li><li>Coordinate volunteer/work experience paperwork</li><li>Liaise with Managers and assist with recruitment and engagement queries</li><li>Coordinate and audit WWCC and Police Check paperwork</li></ul>
2. Training and Development	<ul style="list-style-type: none"><li>Create and maintain up to date Induction materials</li><li>Maintain Manager accountability for training records</li><li>Conduct staff training audits</li><li>Source external training courses</li><li>Promote traineeship involvement for new/eligible employees</li></ul>

	<ul style="list-style-type: none"> <li>• Coordinate traineeship paperwork and monitoring</li> <li>• Coordinate talent management plans as needed</li> </ul>
3. Employment Advice & Contracts	<ul style="list-style-type: none"> <li>• Edit/review employment contracts</li> <li>• Assist in the administration of salary reviews</li> <li>• Answer basic HR employment advice queries in consultation with HR Manager</li> </ul>
3. Company Policies & Procedures	<ul style="list-style-type: none"> <li>• Create/contribute to draft company policies and procedures</li> <li>• Coordinate implementation and/or training rollout of company policies and procedures</li> <li>• Update and maintain HR forms</li> </ul>
3. Performance Management	<ul style="list-style-type: none"> <li>• Assist Managers in the creation of review templates and KPI setting</li> <li>• Assist Managers in creating individual development plans for staff</li> <li>• Audit performance reviews</li> <li>• Follow up Managers regarding staff achievement of KPIs for staff with performance concerns</li> </ul>
4. Retention/Exit Strategy	<ul style="list-style-type: none"> <li>• Administer staff service awards</li> <li>• Conduct exit interviews and coordinate the reporting of feedback data</li> </ul>
5. WHS	<ul style="list-style-type: none"> <li>• Create and maintain WHS documentation, systems and processes</li> <li>• Educate and assist managers in maintaining a safe workplace</li> <li>• Manage and enforce accountability of completion of Focus on Safety Quarterly topics</li> <li>• Oversee internal WHS training and record keeping</li> <li>• Coordinate external WHS training as required</li> <li>• Maintain injury register</li> <li>• Oversee rectification of high risk and critical safety issues/hazards</li> <li>• Maintain a proactive safety culture</li> </ul>
5. Workers Compensation	<ul style="list-style-type: none"> <li>• Create and maintain Workers Compensation procedures</li> <li>• Manage Workers Compensation claims and corresponding paperwork</li> <li>• Coordinate Workers Compensation wage and expense reimbursements</li> <li>• Oversee Return to Work and rehabilitation of injured workers</li> <li>• Liaise with doctors, insurers and external providers</li> </ul>
5. Other HR Support	<ul style="list-style-type: none"> <li>• Maintain records and report on HR/WHS statistics</li> <li>• Administer HR surveys and compile results, as allocated</li> <li>• Create and update intranet/workplace HR/WHS content</li> <li>• Participate in conference HR presentations as requested</li> <li>• Other general HR tasks and projects as requested</li> <li>• Provide assistance to HR Manager</li> </ul>
6. General	<ul style="list-style-type: none"> <li>• Attend Bible Society functions, training and events as required.</li> <li>• Ensure BSA is represented professionally and responsibly and exemplify the BSA ethos at all times.</li> </ul>

## KEY PERFORMANCE OBJECTIVES

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Please note that KPIs may change from time to time, as set my management and/or detailed in the annual performance review.

Outputs	Key Performance Indicators
Recruitment and Engagement	<ul style="list-style-type: none"> <li>Successful and timely recruitment of staff according to BSA procedure and smooth onboarding into company</li> </ul>
Training and Development	<ul style="list-style-type: none"> <li>Organised coordination of solutions to meet training needs and quality production of policies/procedures/plans</li> </ul>
Performance Management	<ul style="list-style-type: none"> <li>Accurate delivery of salary reviews, effective coordination of performance development systems and administration of correct HR advice</li> </ul>
Retention/Exit Strategy	<ul style="list-style-type: none"> <li>Effective and timely implementation of retention systems</li> </ul>
WHS	<ul style="list-style-type: none"> <li>Minimal serious workplace accidents/injuries</li> <li>Effective management of safety issues/hazards</li> <li>Up to date maintenance of WHS documentation</li> </ul>
Workers Compensation	<ul style="list-style-type: none"> <li>Effective management of Workers Compensation claims for a prompt and successful return to work</li> </ul>
Other HR Support	<ul style="list-style-type: none"> <li>Timely delivery of HR statistics/projects</li> <li>Timely and accurate HR/WHS reporting</li> </ul>

## COMPETENCIES REQUIRED

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Human Resources knowledge/ability	<ul style="list-style-type: none"> <li>Ability to add value to HR processes and documentation using knowledge of HR/legal frameworks</li> </ul>
Time and Workload Management	<ul style="list-style-type: none"> <li>Sound planning and time-management skills with ability to work independently and manage own workload</li> <li>Ability to effectively project manage other parties for coordination of tasks within deadlines</li> <li>High degree of attention to detail</li> </ul>
Communication	<ul style="list-style-type: none"> <li>Engages effectively with internal and external stakeholders at all levels of the organisation</li> <li>Ability to understand others, identify their needs and determine solutions</li> <li>Excellent oral and written communication.</li> <li>Resolves and/or escalates any issues related to the role in a timely fashion.</li> </ul>
Change Management	<ul style="list-style-type: none"> <li>Ability to manage the change process</li> <li>Takes steps to implement solutions in a manner that engages others in the organisation</li> </ul>
Confidentiality	<ul style="list-style-type: none"> <li>Handles highly sensitive information discretely and maintains confidentiality of both written materials and verbal discussions</li> </ul>
Initiative	<ul style="list-style-type: none"> <li>Sees the need for improvement and comes up with positive, viable solutions</li> </ul>

## **QUALIFICATIONS / KNOWLEDGE / EXPERIENCE**

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### **Qualifications:**

- Degree in HR or related field (preferred)

### **Knowledge, Skills & Experience:**

- 3+ years experience in general HR (including Recruitment or WHS)
- Demonstrated understanding of HR/WHS principles and practice
- Ability to maintain confidentiality
- Ability to manage change
- Project management skills
- Highly organized
- Self-motivated
- Excellent interpersonal skills
- Initiative
- A positive, flexible approach
- Intermediate computer skills, including Word, Excel, Outlook and internet usage
- Excellent written and verbal communication skills

## **WORKPLACE HEALTH AND SAFETY**

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Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilisation of appropriate personal protective equipment where needed.

## **GENERAL RESPONSIBILITIES**

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All Bible Society staff are expected to;

- Promote the work of Bible Society.
- Comply with the Bible Society Code of Conduct and treat all staff and clients with respect and dignity.
- View their role as a part of the whole mission and ministry of Bible Society not in isolation.

## **ORGANISATIONAL RELATIONSHIPS / AUTHORITY**

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### **ORGANISATIONAL RELATIONSHIPS**

Reports to: Human Resources Manager

Manages: No direct reports

Internal Contacts: Line Managers

External Contacts: Suppliers as applicable

### **ORGANISATIONAL AUTHORITY**

Decisions made in this position: See Delegations of authority.

Decisions referred:

## **ACKNOWLEDGEMENT**

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This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role. The incumbent may be assigned other duties, responsibilities and KPIs as deemed appropriate by management.

Employee Name: Direct Manager Name: Jodie Williams

Signature: Signature:

Prepared by: Date Issued: