



People & Culture Coordinator

- ✓ **Attractive not-for-profit salary packaging options**
- ✓ **Part-time permanent role (21 hours per week)**
- ✓ **SCHADS Award Level 4 and additional paid wellbeing leave**
- ✓ **Convenient location based in Campsie**
- ✓ **Onsite role, with attendance at other offices as required**

Metro Assist is seeking an experienced People & Culture Coordinator to provide responsive HR advice and coordinate accurate, consistent and compliant people processes across the employee lifecycle.

About us

Metro Assist's vision is to achieve a fair society that respects diversity and enables all people to reach their full potential. We work with individuals, families and communities of diverse backgrounds, including migrants and refugees, and support their efforts to become resilient and empowered through our range of services.

We provide refugee settlement support, employment services, family services, emergency relief, tenancy advice, financial counselling, and community development initiatives. More information about Metro Assist is available at www.metroassist.org.au

About the role

Reporting to the Head of People and Culture, the People & Culture Coordinator provides operational and administrative support across Metro Assist's people and culture function. The role coordinates recruitment, onboarding, employee lifecycle administration, HR systems, workforce records, learning and compliance processes.

You will provide first-point advice to managers and staff on routine employment matters, Award provisions, policy application and HR processes. The role operates within established policies and delegated authority, escalating complex, sensitive or non-routine matters to the Head of People and Culture.

The role is responsible for:

- Coordinating end-to-end recruitment processes, including advertising, candidate communication, interview scheduling, referee checks and pre-employment compliance checks.
 - Preparing employment contracts and documentation, coordinating onboarding and induction, and administering probation milestones, variations and exit processes.
 - Providing routine advice to managers and staff on recruitment, classification queries, leave entitlements, Award provisions, HR policies and employment processes.
 - Reviewing position descriptions for consistency with organisational templates and SCHADS Award classification descriptions.
 - Administering and maintaining HR Partner, including data entry, user support, reporting, data integrity checks and identifying trends or risks requiring action.
 - Coordinating learning and development activities, mandatory training records, performance and supervision cycles, and related reporting.
 - Supporting HR policy and procedure updates, employment compliance documentation, workers compensation and injury management administration.
 - Coordinating onboarding, compliance and record-keeping for volunteers and student placements, and escalating compliance risks or non-standard matters.
 - Maintaining accurate, confidential and secure employee, volunteer and placement records in line with privacy and information security requirements.
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Salary is based on the SCHADS Award Level 4, with rates from \$50.71 to \$54.56 per hour. Benefits include generous salary packaging, additional paid wellbeing leave, ongoing supervision and access to Metro Assist's confidential Employee Assistance Program.

The ideal candidate will have

- Experience in an HR administration, people support or coordination role, with sound knowledge of recruitment, onboarding and employee lifecycle administration.
- Experience providing clear and reliable advice to managers and staff on routine HR processes, policies and employment matters.
- Confidence using HR information systems, databases and Microsoft Office applications; experience with HR Partner or a comparable HRIS will be well regarded.
- Sound judgement and problem-solving capability within established policies and guidelines, including the ability to identify and escalate risk appropriately.
- Excellent planning, organisation and follow-through, with the capacity to manage competing priorities and maintain accurate records.
- Clear written and verbal communication skills, a responsive service approach and the discretion required to manage confidential information.
- A relevant qualification in human resources or business administration, or equivalent experience; familiarity with the SCHADS Award and experience in community services or the not-for-profit sector will be well regarded.

HOW TO APPLY

Applying online through Ethical Jobs is preferred. Applications may also be emailed to recruitment@metroassist.org.au.

Your application should include:

- A brief cover letter outlining how your experience aligns with the role
- A current resume
- Contact details for two recent work-related referees

For enquiries, contact Kathleen Mackay, HR Advisor, at recruitment@metroassist.org.au.

Please note that only shortlisted applicants will be contacted.

Metro Assist is an Equal Opportunity Employer and supports an inclusive approach in the workplace. We celebrate our diversity and welcome applications from all cultures, ages, religions, genders, LGBTQIA+ people, Aboriginal and Torres Strait Islander peoples, and people with disabilities.

All offers of employment are subject to a satisfactory National Police Check and provision of a current Working with Children Check.

The successful applicant will be required to provide evidence of appropriate legal rights to work in Australia.
