

# Amaze

## Position Description

<b>Position title:</b> People and Culture Coordinator	<b>Team:</b> People and Culture
<b>Reporting to:</b> Head of People and Culture	<b>Effective date:</b> February 2023
<b>Hours:</b> 0.6 – 0.8 full-time equivalent (FTE)	<b>Position type:</b> 12-month (fixed-term)
<b>Salary:</b> \$70,000 - \$75,000 (pro-rata) + superannuation + salary packaging	<b>Location:</b> Work from Victoria Street, Richmond with some optional working from home days
<b>Vaccination requirement:</b> As this position requires work from the Victoria Street office, the successful candidate is to demonstrate triple COVID-19 vaccination status.	

### About Amaze

Amaze is a leading autism organisation driving change so that Autistic people and their families can live their best lives.

For over 50 years Amaze has been supporting Autistic people and their families. Based in Victoria, Amaze has a national reach and is the home of Australia's national autism helpline – Autism Connect. Amaze is here for all Autistic people of all ages and works together with the autism community and a broad range of supporters to create a more autism inclusive Australia.

As well as working to increase broader community understanding and acceptance of autism and providing high quality advice and support, we translate autism community experiences into broader policy needs.

A key focus for Amaze is to assist employers to be Autism Positive and create inclusive, sustainable support for autism employment.

### Amaze's commitment to Autism Positive Employment

Amaze is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. We stay true to our name by hiring 'Amazing' people from a wide variety of backgrounds. After all, we want to be as diverse as the communities we serve. Our inclusive culture helps us to be bold, open to difference, embrace curiosity, and spark positive change in ourselves and others.

Amaze is an **Autism Positive Employer**. We provide support and adjustments, starting with the recruitment process! We nurture an environment that is personally accountable, supportive, psychologically safe, inclusive, and high performing.

### About the team

The People and Culture team is responsible for driving Amaze's People and Culture Plan. Supporting the delivery of the Amaze Strategic Plan 2022-2026, this will be achieved through the development and implementation of initiatives that are focused on cultivating a values-driven organisational culture, building and harnessing employee capability, facilitating a positive employee experience, and enabling an authentic and empowering style of leadership.



## About the role

The People and Culture Coordinator is a new role at Amaze reporting to the Head of People and Culture. A true generalist, the People and Culture Coordinator is responsible for the administration and coordination of a range of human resources functions, including recruitment, onboarding, learning and development, workplace health, safety, and well-being, and diversity and inclusion initiatives. This is a practical role with significant interaction with a diverse, vibrant, and talented group of internal and external stakeholders. Operating in a supportive team, the People and Culture Coordinator's work will be varied and dynamic and make a genuine contribution to a progressive not-for-profit organisation.

## What you'll be doing

### People and Culture

- Coordinate all recruitment activities, including drafting job advertisements, advertising roles online, screening/shortlisting candidates, arranging interviews, participating on interview panels, conducting reference checks, and liaising with the Hiring Manager and Interview Panel throughout the process.
- Coordinate induction activities including liaising with internal stakeholders to ensure onboarding provides a positive employee experience.
- Coordinate offboarding of staff.
- Support the review and updating/creation of policies, procedures, and templates to meet legislative requirements, strive for best practice, and improve employee experience.
- Support and contribute to the development/improvement of systems and frameworks to streamline People and Culture processes.
- Ensuring all employee records are maintained accurately and in a timely manner, with sensitivity maintained and confidentiality protected.
- Firstline response to human resource management queries from internal stakeholders.
- Work with the Payroll and Finance Team's to better utilise Amaze's new MYOB Workforce Management System to automate and create efficiencies in HR processes.
- Provide People and Culture administrative support including coordinating meetings, updating the organisation chart, doing basic reporting, creating online surveys, data entry, and record keeping.
- Support workplace culture and engagement activities such internal communications (e.g., drafting the HR Update e-newsletter), staff engagement surveys, etc.
- Maintaining the HR mailbox including responding to and/or redirecting queries.

### Employment relations and health and safety

- Support the establishment and coordination of the Workplace Health, Safety, and Well-being Committee and initiatives.
- Support the updating and maintenance of Amaze's COVID Safe plan in line with workplace health and safety obligations.

### Organisational development, culture, and diversity, equity, and inclusion

- Coordinate learning and development programs, including sourcing and scheduling development activities for staff and conducting employee surveys to audit their effectiveness.
- Assist in implementing Amaze's Reconciliation Action Plan.

## General

- Availability to occasionally work outside of standard business hours (time in lieu will be provided with manager's prior approval).
- Other tasks as required, aligned to skills, experience, and role level.
- Adherence to Amaze policies and procedure including the Amaze Code of Conduct.

## What you'll need to succeed

### KEY SELECTION CRITERIA

#### Qualifications and Experience

- Tertiary and/or vocational qualifications in a related field (e.g., Business, Commerce, Management, Human Resource Management, or Psychology) and/or demonstrated equivalent experience.
- Direct and/or highly transferable experience working in a human resource management role.
- Experience in researching and reviewing external obligations (e.g., legislative) or a methodology/framework, and identifying how it would be applied in a given context.

#### Knowledge

- Knowledge of contemporary human resource management practices, and a desire to learn more.
- Knowledge of State/Territory and Federal employment relations, anti-discrimination and equal opportunity, and occupational health and safety legislative frameworks and/or demonstrated ability to rapidly acquire this knowledge.
- Autistic community focused with either knowledge of, or commitment to, developing respectful communications with Autistic people and their families and carers.
- **Desirable.** Knowledge of and/or experience in program or project coordination.

#### Capabilities

- Communicates effectively, listens sensitively, and adapts communication to the needs of the audience.
- Ability to meet and exceed internal and external customer needs whilst cultivating relationships that secure commitment and trust.
- Ability to work autonomously as well as part of a team, working to achieve effective, productive, and collaborative relationships across the organisation.
- Action-oriented with the ability to logically plan, organise and prioritise multiple projects/priorities to meet timescales and competing deadlines.
- Intermediate skills in the use of Microsoft Office, CRMs (preferably Salesforce), and the utilisation of digital technology or the ability to rapidly acquire the knowledge and understanding.
- High level of maturity and integrity, with personal drive and determination to deliver work on time and to a high standard.
- Fosters an inclusive workplace where diversity and individual differences are accepted and valued.
- Ability to demonstrate alignment to the Amaze values which are: Community Centric, Collaboration and Partnership, Constructive and Solutions Focused, Determination and Independence, Evidence Informed and Outcomes Driven, Strengths Based.

### Inherent requirements of the role

Amaze provides reasonable adjustments to its employees and will accommodate individual needs where practicable. However, some aspects of the role are non-negotiable. For this role, candidates are required to be able to:

- Work in an open plan environment if working at the Victoria St Office.
- Complete sedentary desk work at a computer.
- Work collaboratively as part of a team.
- Communicate verbally via phone, through video meetings, or in-person.
- Concentrate for extended periods of time, with support if required.
- Change tasks on request with little to no warning.

### Other requirements

- A National Police Check and Working with Children Check is required.