

## PEOPLE & CULTURE COORDINATOR

**Reporting to:** Director of People & Culture through the Senior People & Culture Advisor

**Location:** Concordia College, Concordia Campus, 24 Winchester Street Highgate

**Classification:** As determined by the College within the current *Lutheran Schools SA Enterprise Agreement 2024*.

**Tenure:** Ongoing

**Time Allowance:** 33 hours per week, 42 weeks per year plus one week at agreed times. Working during term time is required.

### Role Description

The People & Culture Coordinator ELC-12 supports the implementation of HR strategies and initiatives, focusing on recruitment, onboarding, training, and employee engagement. This includes HR tasks related to the employee lifecycle, from recruitment to offboarding, and plays a key role in fostering a positive work environment.

The People & Culture Coordinator ELC-12 has the ability to manage and respond to a wide range of HR queries, and will assist in providing secretarial, clerical and administrative services. The People & Culture Coordinator will demonstrate highly proficient ICT skills, facilitating efficient use of a range of applications including ELMO, Synergetic and the Microsoft suite of products.

### Essential Requirements

- relevant experience working in an HR role
- qualifications in the field of HR or similar
- experience in using contemporary digital technologies
- ability to obtain current Working With Children Check and RRHAN-EC

## Selection Criteria

<b>People &amp; Culture</b>	<ul style="list-style-type: none"> <li>• experience in Human Resources related field</li> <li>• experience with Enterprise Agreements, Awards and other industrial instruments</li> <li>• experience in facilitating and managing various people-related activities</li> <li>• ability to serve as a link between employees and management</li> <li>• ability to ensure smooth communication and helping maintain a positive work environment</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• accurate and timely data entry</li> <li>• effective communication</li> <li>• meets deadlines</li> <li>• assisting and liaising</li> <li>• ability to prioritise</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• a lateral thinker and positive problem solver</li> <li>• attention to detail</li> <li>• contributes positively and constructively to a team environment</li> <li>• accurate numerical skills</li> <li>• shows professional judgement and initiative</li> <li>• strong knowledge of Microsoft O365, SEQTA, Synergetic, or a similar database</li> <li>• provides effective day-to-day support</li> <li>• effective prioritisation</li> <li>• positive communication skills – internal and external</li> <li>• high level use of digital technologies</li> <li>• able to multi-task</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• collaborative</li> <li>• supportive, helpful</li> <li>• maintains confidentiality</li> <li>• reliable and trustworthy</li> <li>• organised and calm under pressure</li> <li>• flexibility in hours and tasks</li> <li>• independent and group focused</li> <li>• demonstrates integrity</li> <li>• willing to support others</li> <li>• positive and friendly communication at all times.</li> </ul>