

POSITION PROFILE

Position Title:	People & Culture Coordinator	Award and Classification:	ESA General Staff Level 6 \$78,247 (gross) + 11.5% superannuation
Organisation Unit:	People and Culture (P&C)	Date Effective:	May 2025
Employment Term:	Full Time (1-year contract)		

OBJECTIVE

The P&C Coordinator provides administrative support and coordinates activities across the full range of P&C functions including but not limited to: recruitment; induction; on-boarding / off-boarding; employee relations; performance management; HR metrics; reporting and staff development. Working with both internal and external stakeholders the P&C Coordinator is a representative of the culture of NIDA and works collaboratively with the team to ensure the smooth functioning of the department.

KEY ACCOUNTABILITIES

- Assist in the management of the P&C inbox, HRIS notifications and Helpdesk queries
- Support the P&C Operations Lead with employee onboarding, offboarding, and related processes
- Support the contract management process, including contract variations
- Accurate and timely data management and maintenance of employee records
- Collate data, prepare reports, and build online forms and templates
- Update policies and procedures as required
- Assist and support the Director, P&C and Senior P&C Business Partner as required
- Develop and maintain good relationships with internal and external stakeholders to support engagement and help to build a positive culture at NIDA culture
- Assist with the coordination of staff benefits, such as yoga, social events, wellbeing and culture calendar events (e.g. R U OK? Day)
- Adhere to all WHS requirements of the organisation and relevant associated legislation.
- Maintain confidentiality and exercise discretion
- Provide exceptional customer service
- Support the department's management of professional development activity

KEY PROFESSIONAL RELATIONSHIPS

Reports to:	Director, People & Culture
Supervises:	Nil
Internal:	NIDA Executive, All NIDA Staff Members
External:	Software Service providers, Recruitment agencies

SELECTION CRITERIA

Essential:

- Experience in a similar role
- Experience in a fast-paced environment, juggling multiple deadlines and tasks
- A genuine interest in supporting and developing the culture of an organisation
- Data management skills and experience using HR systems (Qualtrics, Sharepoint, HRIS systems preferably Kronos) and effectively using electronic records management systems, preferably Content Manager
- High level attention to detail including ability to effectively organise workflows and meet deadlines
- Proactive attitude with a demonstrated ability to solve problems and manage competing priorities
- Intermediate to advanced knowledge of the Microsoft Office Suite (Word, Outlook, Excel) as well as Adobe Acrobat Pro
- Excellent interpersonal and communication (written and verbal skills)
- Tertiary qualifications in HR or a related field and/or relevant work experience

Desirable:

- Return to Work Coordinator Certification
- Knowledge of workplace relations related legislation e.g. Fair Work Act 2009 and experience in Award interpretation.
- Experience in an education environment working with creative people
- Interest in the performing arts

CONTINUOUS REVIEW

This Position Profile will be reviewed and updated on a regular basis to reflect changes in the requirements of the position.