

September 2020

**POSITION DESCRIPTION**

<b><u>Position:</u></b>	Human Resources Coordinator
<b><u>Location:</u></b>	Warkworth
<b><u>Reports To:</u></b>	Operations Manager
<b><u>Contract Type:</u></b>	Part time

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**Background**

Davco Electrical Services is a small family run business which has experienced significant growth over the last 5 years. This has driven a need for more formalised HR processes and an HR professional to support the business to consolidate where we are now and build a strong people platform for future development. This is initially seen as a part-time role (15-20 hours per week) with potential for future growth alongside the business and in line with the individual aspirations of the role holder. We are looking for the right fit with our close-knit business and are happy to be flexible for the right person.

**Job Purpose**

The role of the HR Coordinator is to provide Human Resources support to Davco management and staff, ensuring HR best practice is delivered effectively to the organisation. They will also ensure that HR policies and procedures are maintained and updated accurately.

**Key Responsibilities****HR**

- Respond to enquiries and day-to-day communication with Davco staff, managers, and potential employees.
- Maintain and update employee records and prepare reports for managers as needed
- Update HR statistics and reporting documents to retain confidential data and provide information as required by senior managers
- Manage employee surveys
- Manage full employee life cycle from recruitment through to off-boarding:
  - Provide HR administration support and guidance to managers during the recruitment process, including advice and support in line with Davco policies
  - Update, format and finalise advertisements and position descriptions with managers.
  - Organise recruitment advertising and monitoring of various websites for job applications
  - Facilitate recruitment processing, recording of information, oral and written communication to potential candidates, setting up interviews, booking meeting rooms, and reference checking; attend interviews and manage feedback to candidates
  - Prepare employment agreements, letters of offer and variations for new and existing employees
  - Compile induction packs for new employees; organise and coordinate the induction schedule for new employees

- Coordinate Performance appraisals, attend meetings, take notes, process and file relevant documents
- Staff training coordination
- Co-ordinate employee exit information, documentation and communication
- Prepare certificate of service acknowledgements
- Assist with HR related project work
- Other duties as directed by Senior Management.

### **Finance/Payroll**

- Manage and oversee weekly payroll process
- Manage and report on apprentice and contractor timesheets as needed

### **Key Relationships**

All Davco employees have a responsibility for managing relationships in some or all of the key areas in which we operate. In this role, the key relationships are as follows:

<b>Reports to:</b>	Operations Manager
<b>Internal Relationships:</b>	All staff and managers within Davco
<b>External Relationships:</b>	Recruitment and advertising agencies, external and internal training providers, contractors and suppliers.

### **Skills required and Personal Attributes**

The ability to carry out delegated tasks and projects with minimal supervision is essential for this job. Self-confidence and strong organisational skills (particularly in relation to prioritising work and information, and time management) are also necessary, as is the ability to work under pressure and a willingness to “pitch in” when necessary.

### **Key Selection Criteria**

- Proven experience as an HR coordinator or relevant human resources/payroll positions
- Sound understanding of HR information and the ability to convey this to a variety of audiences
- Strong organisational skills with the ability to prioritise multiple tasks and meet competing deadlines
- Excellent oral communication skills and effective listening skills
- Strong attention to detail
- Proficiency in Microsoft Office packages to an intermediate level
- Proven ability to write to a high standard (clear, accurate, concise, appropriate to audience)
- Well-developed analytical skills
- Ability to work independently, multi-task, and use initiative
- Strong interpersonal skills - ability to build effective working relationships with a broad range of people
- Personal integrity, sound judgment and an honest and ethical approach
- Relevant tertiary qualification is desirable.

### **Desirable Experience, Skills and Qualities**

- Ability to communicate clearly and effectively with people from a wide cross-section of the community

*Note: This position description, both in terms of actual responsibilities and focus, is subject to change over time, as the role and the organisation develop.*