

# Human Resources Coordinator

Updated January 2019

<b>Position:</b>	Human Resources Coordinator
<b>Organisation:</b>	Hub Australia Pty Ltd
<b>Reports into:</b>	Hub Australia, HR Manager
<b>Start date:</b>	June 2019
<b>Probationary period:</b>	6 months from original start date
<b>Salary banding:</b>	Band B
<b>Location:</b>	Melbourne (Southern Cross) - National Role
<b>Employment type:</b>	Permanent Full-time
<b>Ordinary hours of work:</b>	You are expected to be contactable between 09:00 and 17:00. In addition to ordinary hours of work, you are expected to attend the biannual strategy gathering.
<b>Salary:</b>	To be discussed at interview stages
<b>Phone allowance:</b>	\$100.00 per month
<b>Leave entitlements:</b>	As per leave policy.

## Who we are:

Hub Australia is a coworking community for growing businesses. We provide premium workspaces, business networks, and member services to a diverse range of businesses, with over 2000 members ranging from entrepreneurs, startups and NFP's, to larger corporate, government, and educational organisations across Melbourne, Sydney, Adelaide and Brisbane.

As a Hub Australia team member, you'll be part of a tight-knit group in an environment where no two days are the same. Live something bigger by working for a growing organisation and certified B-Corp that offers training and career development opportunities, all while working in the most beautiful coworking spaces in Australia.

As we continue to build the best place to create, share, and work with others, there's a perfect spot for you to grow with us.

### **Your new role:**

This position presents a rare opportunity to join a fast-paced HR function and gain exposure and experience across a range of HR best practice and activities aimed at promoting a positive workplace culture, in line with our core organisational values of collaboration, adaptability, resourcefulness, accountability and beyond profit.

The HR Coordinator is a true HR generalist supporting a variety of functions including recruitment, development, policy and procedure, strategy, projects and payroll.

This is an excellent opportunity to be part of an industry leading coworking organisation who consistently strives to be recognised as an employer of choice, where working within a supportive team environment, you see tangible results.

### **Responsibilities by function:**

#### *Recruitment and Selection*

- Sourcing and assisting candidates throughout the recruitment process, liaising with candidates throughout
- Screening applicants cover letters, CVs and responses to selection criteria
- Supporting workforce planning; working with the HR Manager and department managers in creation of position descriptions, analysing organisation requirements and developing selection criteria for upcoming positions
- Collecting references and qualifications; ensuring work suitability
- Managing recruitment advertisements through various online channels
- Conducting pre-employment work entitlement checks.

#### *Payroll and HR Administration*

- Managing our HRIS (Employment Hero), ensuring all employee records are up to date and compliant with HR best practice
- Creation of employee files and profiles on hiring in both HRIS and payroll system (KeyPay)

- Monitoring and maintaining compliance requirements, including first aid, RSA, fire warden and working rights
- Processing amendments through payroll software; ensuring (with HR Manager) all pay runs are on-time and accurate.

#### *Coordinate Onboarding (Training & Development)*

- Coordinate, plan and lead various onboarding programming sessions throughout the first month of a new starters orientation
- Optimise onboarding processes for new employees based on team and new employee feedback
- Ensure new employees are receiving the feedback and additional training throughout their probation period that they need
- Work with any new hires to get feedback on and cultivated added training throughout their probation period as needed.

#### *Cultivate a Great Work Environment and Positive Employee Relations*

- Living and breathing our values: Collaboration, Accountability, Adaptability, Resourceful, Beyond Profit
- Lead initiatives to help the team engage more in their work and derive greater enjoyment from their experience working with our team
- Plan team bonding events or activities
- Formulate and recommend HR policies and objectives for the company
- Communicate Human Resources policies, procedures, programs, and laws with team
- Conduct periodic surveys to measure employee satisfaction and employee engagement
- Oversee and improve employee performance management systems and processes.

#### **Important metrics:**

- Annual “Great Place to Work” Australia Survey
- Staff retention.

### **What you'll bring:**

- 1 - 2 years experience in a fast paced Human Resources environment
- Professional payroll administration experience - previous experience with KeyPay payroll software an advantage
- The ability to build strong internal and external relationships and work more independently with time
- Experience in hiring successfully for diverse roles
- Past experience in a human resources generalist role
- Organised, accurate and thorough
- Most importantly; a desire to grow and learn with a dynamic, growing and supportive community.

### **What you'll be rewarded with:**

- Being a key member of an energetic, dynamic and fun national team who stand for more than their bottom line
- Being part of a [B-Corp](#) certified company with a vision and plan to use Hub Australia as a force for social and environmental good, and to make a difference in the world
- Having access to a personalised training and professional development program to grow your skills and career
- Being supported to make social and environmental impact with paid volunteer leave each year
- An invitation to our biannual company-wide conference, where you will meet all your teammates from across the country and have a lot of fun!

All this while working in one of Australia's most beautiful workspaces!

**To apply, please send a copy of your resume and cover letter to [hello@hubaustralia.com](mailto:hello@hubaustralia.com) with HR Coordinator in the headline. We look forward to hearing from you.**