



People & Capability Program Coordinator

Position Description

About the role

The People & Capability Program Coordinator assists with administration, coordination and support of all Summer Foundation People & Capability programs to ensure high quality, accessible programs, services and resources are provided. The role works to support the Summer Foundation to attract, develop, train and retain quality, skilled and engaged employees and drive a culture that reflects the values of the foundation and builds capability requirements for today and tomorrow.

About Summer Foundation

Established in 2006, the key aim of the Summer Foundation is to change human service policy and practice related to young people in nursing homes.

The Summer Foundation utilises a range of strategies to influence health, housing, aged care and disability service policy and practice related to this target group.

If you are looking for a career where you can make a difference, work collaboratively with committed and passionate people and have real opportunities for professional development, we encourage you to join our team.

Why we exist

The Summer Foundation exists to permanently stop young people with disability from being forced into residential aged care, ensuring people with disability have access to the support required to be in control of where, how and with whom they live.

How will we know we've succeeded

This problem can be solved, we are doing legacy work, and we are well on track to achieving what we set out to do. In 5 years we expect the Summer Foundation will have achieved its purpose. We will regard this as '*job done*' when the systems, policy settings and markets consistently enable people with disability to live where, how and with whom they choose; experiencing choice and control equal to people without disability.

Our workplace

We have staff working all across Australia, however our head office is located in Box Hill, Victoria. To meet some of our staff and watch a short clip about our organisation, please go to:

<https://www.summerfoundation.org.au/about-us/who-we-are/>

The Summer Foundation has flexible and supportive work practices. We encourage and welcome people with lived experience of disability to apply.

Role details

Position	People & Capability Program Coordinator
Team	People & Capability Team, Operations
Reports to	People & Capability Partner
SCHADS Award	Level 3 Salary Range: \$67,522 - \$72,400 + Superannuation for 1.0FTE
Status	Full time 1.0 FTE
Location	Box Hill, Victoria with flexible home-based options as agreed
Last updated	July 2021

About the team

The Operations Team supports the organisation with the services and support required to deliver the organisation's strategy efficiently and effectively. The Operations Team holds additional roles, including the CFO, reporting to the COO, the Management Accountant and Finance and Payroll Officer, both reporting to the CFO.

Our vision is to ensure that the right internal infrastructure is in place to enable simple, accessible and organised systems and processes for staff. We have the privilege of supporting the employees and work of the Summer Foundation.

Key responsibilities and tasks

People & Capability Programs

Support the People and Capability Team to deliver high quality programs by coordinating activities including but not limited to:

Recruitment and selection

- End-to-end recruitment and selection administration
- Pre-employment and onboarding processes including contracts, pre-employment checks and liaison with key Operations staff
- Collation and storage of completed documentation and updating records and databases

Induction and onboarding

- Logistics and records management associated with Induction and orientation sessions
- Arranging check-in meetings for new staff

Health, Safety & Wellbeing

- Coordination of Health Safety & Wellbeing training and activities
- Updating records and collation of data

Diversity & Inclusion

- Coordination of Diversity & Inclusion training and activities
- Updating records and collation of data

Performance management

- Administration of the Probation, Performance and Development Planning and Annual Performance Review processes
- Collation and assessment of associated data

Learning and development

- Administration of required events and training
- Administration of relevant areas of the organisational learning management system
- Monitor and report on completion of compliance-based training/e-learning modules

People & Capability Services

Provide high quality support to the full range of People & Capability Services. These include:

- Ongoing input to the continuous improvement of People & Capability programs, projects and services
- Coordination and administration of People & Capability programs and services
- Assist in the coordination of activities to ensure timely adjustments to Employment Agreements, Position Descriptions, classification levels and salaries
- Provide day to day advice on conditions of service, including interpretation of the SCHADS Award, policies and procedures. Refer more complex queries to People & Capability Partner or Manager.
- Maintain records of staffing, FTE and structural changes for staff updates and reporting purposes
- Undertake cyclical audits of Police and Working with Children Checks and ensure these are kept current
- Contribute to policy and procedure development and implementation

General

- Other duties as requested by People & Capability Partner and People & Capability Manager
- Remain flexible to role changes according to relevant skills and experience, changing work environments, work priorities and organisational needs
- Employment subject to National Criminal History check

Qualifications, skills & experience

Qualifications

- Diploma in Human Resources

Skills & experience

Essential

- At least 3 years relevant HR experience
- Recruitment experience in a fast paced environment
- Expertise in HR-related systems and databases
- Outstanding attention to detail
- Exceptional customer service skills
- Excellent knowledge of Microsoft Office Suite and Google Drive
- High level verbal, written and presentation skills
- Organised and able to meet deadlines
- Adaptable to changing environments

Desirable

- Recruitment experience in a commercial environment
- Experience in learning and development and organisation development

Core capabilities

Decision Making

- Uses sound judgement to make sound decisions based on information gathered and analysed
- Considers all relevant facts and alternatives before deciding on the most appropriate action
- Commits to decisions

Teamwork

- Interacts with people effectively and is able and willing to share and receive information
- Co-operates within the team and across teams
- Supports team decisions and puts team goals ahead of personal goals

Work Standards

- Sets and maintains high performance standards
- Pays close attention to detail and accuracy and completes tasks
- Shows concern for all aspects of the job and follows up on work outputs

Motivation

- Displays energy and enthusiasm in approaching the job
- Commits to putting in additional effort
- Maintains high level of productivity and self-direction

Reliability

- Takes personal responsibility for job performance
- Completes work in a timely and consistent manner
- Follows through on commitments

Planning and Organising

- Plans and organises tasks and work responsibilities to achieve objectives
- Sets priorities
- Schedules activities
- Allocates and uses resources properly

Integrity

- Shares complete and accurate information
- Maintains confidentiality and meets own commitments
- Adheres to organisational policies and procedures
- Uses change as an opportunity to further business objectives and rewards change efforts

Summer Foundation Principles

The Summer Foundation's principles include:

working as a team | We understand, respect and support the contributions and experience of our colleagues. We understand how our individual contribution fits, and we feel confident and empowered to make our best contribution. We embrace and value diversity in our workplace.

a healthy approach to communication | We come to discussions prepared and ready to contribute. The how, why and by who of decision making is known and understood. The right people are in the right conversations. Our conversations are healthy, respectful, robust at times and safe.

shared clarity and commitment to purpose | We all have a strong, shared understanding of our 'why'. Our 'Why' is central to our strategy, decision making and actions.

working authentically | Young people living in residential aged care or those at risk are central to our work and we purposefully and professionally incorporate this experience and expertise in our work. We focus closely on the impact of our work, and we strive to always deliver work to the highest standard.

a smart responsible and considered approach | We invest in efficient, continuously improving processes, and prioritise time for learning and reflection. We celebrate our successes and promote having fun at work. We work in a way that respects our environment.

Policies

All staff must comply with the Summer Foundation policies notified to them from time to time. These policies form part of the contract of employment with Summer Foundation and therefore must be read and understood by staff to ensure they are aware of their responsibilities as an employee of Summer Foundation.

Agreement and acceptance

Employee

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Signature

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Print name

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Date

Manager

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Signature

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Print name

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Date