

Amaze Position Description

Position title	Team
Human Resources Coordinator	Human Resources
Reporting to	Effective date
Human Resources Manager	October 2024
Hours	Position type
0.6-0.8 full-time equivalent (FTE) (negotiable)	12-month (fixed-term)
Salary	Location
\$75,000 - \$85,000 (pro-rata) + superannuation + salary packaging	Ground Floor, 678 Victoria Street, Richmond / Wurundjeri (With the option of some work from home days)

About Amaze

[Amaze](#) is a leading autism organisation driving change so that Autistic people and their families can live their best lives in a more autism inclusive Australia.

For more than 50 years, Amaze has been supporting Autistic people, their families, and the community. While based in Victoria, our reach is national, and we are the home of Australia's first-ever national autism helpline – Autism Connect. This service is free to any person residing in Australia.

We also work closely with governments, partner organisations, corporates, grassroots community groups and supporters across the country to deliver vital services and information to the autism community. Our focus also extends to assisting employers to create more autism inclusive workplaces that can sustainably support increased and improved employment of Autistic people. As well as working to increase broader community understanding and acceptance of autism and providing high quality advice and support, we translate autism community experiences into broader policy needs that inform and drive systems-change.

Our vision is inspired, and our ambitions significant, but our five strategic priorities (2022-2026) – *Autism Assessment and Diagnosis, Education and Training, Employment, NDIS, Health and Mental Health* – reflect the areas that we believe will have the greatest opportunity for impact for Autistic people, their families and the community.

Amaze's commitment to inclusive employment

We are committed to creating a diverse, inclusive, and engaged workplace and are proud to be an equal opportunity employer. We recruit people from a wide variety of backgrounds, cultures, and perspectives to help foster an environment that enables us to be bold, accepting difference, embrace curiosity, reflect and initiate change in ourselves and others.

We can provide a range of supports and adjustments, starting from the recruitment process right through to ongoing employment. If you would like to enquire about the supports and/or adjustments available to you during the process of submitting your application or in general, please feel free to contact us by emailing hr@amaze.org.au or calling (03) 9657 1600.

Amaze respectfully acknowledges the Wurundjeri Woi Wurrung peoples of the Kulin Nation as the Traditional Custodians of the land on which our office is based. We pay our respect to their Elders past and present and reflect on the continuing connection with Country and community. As an organisation, we embarked on our journey of reconciliation with First Nations peoples at the beginning of 2023. We are currently in the Reflect stage of our Reconciliation Action Plan journey and are deeply committed to creating a culturally safe and inclusive environment for First Nations peoples. You can read more about our reconciliation journey [here](#).

About the team

The Human Resources team is responsible for driving Amaze's Human Resources Plan. Supporting the delivery of the Amaze Strategic Plan 2022-2026, this will be achieved through the development and implementation of initiatives that are focused on cultivating a values-driven organisational culture, building and harnessing employee capability, facilitating a positive employee experience, and enabling an authentic and empowering style of leadership.

About the role

Reporting to the Human Resources Manager, the primary focus of the Human Resources Coordinator is to facilitate the ongoing evolution of the human resources function at Amaze.

A true generalist, the Human Resources Coordinator will provide expert HR advice and support to the wider business and contribute to key initiatives to support the delivery of the HR strategy.

With the ability to effectively engage with a range of internal and external stakeholders, the Human Resources Coordinator will work across the breadth of HR functions covering recruitment, appointment, onboarding/offboarding, learning and development, and workplace health, safety, and wellbeing amongst others.

This is a practical role involving significant interaction with a diverse, vibrant, and talented group of internal and external stakeholders. Operating in a supportive team, the Human Resources Coordinator's work will be varied and dynamic and make a genuine contribution to a progressive not-for-profit organisation.

What you'll be doing

Human Resources internal service delivery

- Coordinate all recruitment activities, including drafting job advertisements, advertising roles online, screening/shortlisting candidates, arranging interviews, participating in interview panels, conducting reference checks, and liaising with the Hiring Manager and interview panel throughout the process, with support from the Program Coordinator.



- Coordinate induction activities including liaising with internal stakeholders to ensure onboarding provides a positive employee experience.
- Coordinate offboarding of staff.
- Work with the Finance & Payroll Team to ensure accurate information and staff are onboarded in a timely manner, with sensitivity maintained and confidentiality protected.
- Support the collection and analysis of workforce metrics.
- Be a trusted advisor to the workforce, including:
 - listening sensitively, attentively, and objectively to understand queries,
 - providing advice on employee-related matters within provided frameworks,
 - triaging and escalate complex queries to the Human Resources Manager, as required, and
 - nurturing relationships between employees and the organisation to foster trust and a positive work environment.
- Provide Human Resources administrative support including coordinating meetings, updating the organisation chart, doing basic reporting, creating online surveys, data entry, and record keeping with support from the Program Coordinator.
- Support workplace culture and engagement activities such as internal communications (e.g., drafting the HR Update e-newsletter), staff engagement surveys etc.
- Maintaining the HR mailbox including responding to and/or redirecting queries.

Employee relations and workplace health, safety, and wellbeing

- Support the review and updating/creation of policies, procedures, and templates to meet legislative requirements, strive for best practice, and improve employee experience.
- Coordinate the Workplace Health, Safety, and Wellbeing Committee and the initiatives.

Diversity, equity, and inclusion

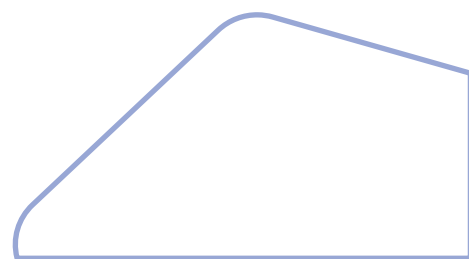
- Contribute to Diversity, Equity, and Inclusion initiatives that facilitate Amaze's evolution as an inclusive and accessible workplace.
- Participate in the Reconciliation Action Principles (RAP) Working Group and support the implementation of key deliverables.

Service Operations team

- Develop productive working relationships with other internal service delivery functions including Service Operations, Community & Partnership, Finance & Payroll, Digital & Technical Operations, Partner & Project Development, Research & Resources and Training & Delivery.

General

- Availability to occasionally work outside of standard business hours (time in lieu will be provided with manager's prior approval).
- Engage in other projects, tasks appropriate to skills, experience and the role level as required, and initiatives provided by the Human Resources Manager.
- Adherence to Amaze policies and procedures including the Amaze Code of Conduct.



What you'll need to succeed

KEY SELECTION CRITERIA

Qualifications and Experience

- Tertiary qualifications in a related field (e.g., Human Resource Management, Psychology, Business, Commerce, Management) and/or demonstrated equivalent experience.
- Minimum of 2 years' experience as a HR Coordinator
- Direct and/or highly transferable experience working in a human resource management role.
- Experience in researching and reviewing external obligations (e.g., legislative) or a methodology/framework, and identifying how it would be applied in a given context.

Knowledge

- Knowledge of contemporary human resource management practices, and a desire to further develop skills in this area.
- Knowledge of State/Territory and Federal employment relations, anti-discrimination and equal opportunity, and occupational health and safety legislative frameworks and/or demonstrated ability to rapidly acquire this knowledge.
- Autistic community focused with either knowledge of, or commitment to, developing respectful communications with Autistic people and their families and carers.
- Desirable. Knowledge of and/or experience in program or project coordination.

Capabilities

- Communicates effectively, listens sensitively, and adapts communication to the needs of the audience.
- Ability to meet and exceed internal and external customer needs whilst cultivating relationships that secure commitment and trust.
- Ability to work autonomously as well as part of a team, working to achieve effective, productive, and collaborative relationships across the organisation.
- Action-oriented with the ability to logically plan, organise and prioritise multiple projects/priorities to meet timescales and competing deadlines.
- Intermediate skills in the use of Microsoft Office, CRMs (preferably Salesforce), and the utilisation of digital technology or the ability to rapidly acquire this knowledge and understanding.
- High level of maturity and integrity, with personal drive and determination to deliver work on time and to a high standard.
- Fosters an inclusive workplace where diversity and individual differences are accepted and valued.
- Ability to demonstrate alignment to the Amaze values which are: Community Centric, Collaboration and Partnership, Constructive and Solutions Focused, Determination and Independence, Evidence Informed and Outcomes Driven, Strengths Based.

Inherent requirements of the role

Amaze provides reasonable adjustments to its employees and will accommodate individual needs, where practicable. However, this role is an office-based and/or a position that requires engagement with stakeholders and community, and some aspects of the role are non-negotiable.

For this role, candidates will be required to:

- work in an open plan environment when working from the Richmond / Wurundjeri office, and/or
- complete sedentary desk work at a computer, and/or
- work collaboratively as part of a team, and/or
- communicate via phone, through video meetings, or in-person, and/or
- attend all-staff meetings, mandatory organisational trainings and events, and/or
- concentrate for extended periods of time, with support if required, and/or
- change tasks on request with little to no warning.

Other requirements

- As this position requires work from Amaze's Richmond office, the successful candidate will be required to provide proof of their triple COVID-19 vaccination status.
- Evidence of right to work in Australia if you are not an Australian citizen.
- Successful National Police Check (paid by Amaze).
- Successful Working with Children Check (paid by Amaze).
- Ability to occasionally work out of hours and travel interstate for events and meetings, as required.
- Please note, if you are notified by Amaze that you are the preferred candidate after the interview/s, you will be required to submit two references.

Working with Amaze Benefits

There are lots of reasons why you should work with us. Here are just a few...

- Join a team of people passionate about driving positive change so that Autistic people and their families can live their best lives.
- Our culture emphasises kindness, respect, and inclusion. This includes actively engaging and supporting a diverse workforce and offering reasonable adjustments and flexible working arrangements.
- Access to a holistic employee assistance program (EAP) for staff and their household members.
- Personal and professional development opportunities.
- Generous salary packaging.
- Spacious offices in Richmond / Wurundjeri with the opportunity to engage in Victoria Gardens Corporate program including freebies, discounts, and offers.

