

ROLE DESCRIPTION (ASO4)

<p>ROLE TITLE: HR Coordinator</p> <p>CLASSIFICATION: ASO-4</p> <p>EMPLOYMENT TYPE: 9 months Fixed-Term</p>	<p>TEAM: Sustainability</p> <p>LOCATION: Adelaide</p> <p>DATE: August 2026</p>
<p>REPORTS TO: Manager Human Resources</p>	<p>ROLES REPORTING TO THIS ROLE: none</p>
<p>ROLE PURPOSE: To support staff and the Manager Human Resources with Operational HR activities to ensure a high standard of customer service delivery.</p>	
<p>KEY RESPONSIBILITIES OF ROLE:</p> <ul style="list-style-type: none"> ▪ Provide high-level HR administrative support to staff in conjunction with the Manager Human Resources. ▪ Action the effective input and retrieval of data through different electronic systems. ▪ Provide timely and accurate HR advice to managers and staff regarding operational issues, conditions of employment, policies, procedures and SA Public Sector guidelines. ▪ Assist with managing end to end recruitment activities including conducting interview panels and assisting with the operational management of the employee lifecycle. <ul style="list-style-type: none"> • Assist with the preparation and accuracy of HR reporting activities. • Contribute to the continuous improvement of the HR function by assisting the Manager Human Resources with Learning and Development and Employee Relations activities from time to time. • Develop strong trust-based working relationships with staff. Contribute to achieving the Strategic Plan, Reconciliation Action Plan and all other organisational plans 	
<p>KEY RELATIONSHIPS:</p> <ul style="list-style-type: none"> ▪ Internally: Manager Human Resources, Staff, Leadership and Management Teams. ▪ Externally: none. 	
<p>SPECIAL CONDITIONS:</p> <ul style="list-style-type: none"> ▪ Required to participate in the Country Arts SA's Staff Development Review Process and achieve performance targets as negotiated and mutually agreed with the line manager. 	

KEY SELECTION CRITERIA: *(List the essential knowledge, skills, experience (including community experience), key competencies/behaviors and personal qualities required to perform the role effectively. Maximum of 8 wherever possible, including any desirable criteria)*

- Excellent verbal and written communication skills, including interpersonal skills that enable effective communication.
- Ability to build and foster strong working relationships based upon a commitment to customer focused service delivery.
- Sound working knowledge of contemporary HR management practices and concepts, with the ability to consult and accurately advise.
- Demonstrated skills in coordinating recruitment end-to-end including participating in interview panels and making evidence-based recommendations.
- Experience with preparing accurate data for reporting purposes.
- A proactive attitude and willingness to learn.
- High-level administrative skills and experience, utilising MS Office and HR systems.
- Knowledge of SA Public Sector principles and practices.

DESIRABLE:

- Completion of, or progression towards a tertiary qualification in Human Resources.

YOU DEMONSTRATE OUR VALUES:

Our Values are central to the way we work and are the cornerstones for how we interact with industry, community, business partners, governments, and each other:

- **Care** – Prioritises wellbeing, showing empathy, compassion, and support for self and others.
- **Courage** – Acts bravely, speaks up, and pushes through challenges despite discomfort or fear.
- **Integrity** – Does the right thing consistently, demonstrating honesty, accountability, and ethical behaviour.
- **Passion** – Brings energy, purpose, and commitment, driving motivation, creativity, and teamwork.
- **Respect** – Treats others with dignity and values diverse perspectives, fostering an inclusive and supportive environment.

WORK HEALTH AND SAFETY OBLIGATIONS:

- Maintain a commitment to the Work Health and Safety Act 2014 legislative requirements.
- Proactively promote and follow workplace safety procedures and contribute to creating a safe working environment.
- Accept responsibility for your own and other's safety.
- Actively participates in consultation about work, health, and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

CORPORATE RESPONSIBILITIES:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the *Public Sector Act 2009*, Ethical Conduct and the Code of Ethics for *South Australian Public Sector* and their legislative requirements.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. Maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other underrepresented groups.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION:

Holds Big Picture View at Local and Individual Level

- Sees the big picture and understands how their work contributes to the strategic direction.
- Understands and supports organisational goals and business objectives.
- Responds in a positive and flexible manner to change and uncertainty.
- Identifies, defines and solves problems that may impact on own work objectives.
- Demonstrates an understanding of both internal and external factors and influences that may affect own work outcomes.

Achieves Results

- Understands individual and team capabilities and makes effective use of own capabilities.
- Takes into account the associated advantages and disadvantages of a range of options to deliver the best results.
- Understands how work practices are governed by Public Sector legislation, regulations and policies.
- Sees work tasks through to completion with agreed timeframes to achieve quality outcomes.
- Applies specialist expertise of self and others to achieve business outcomes.

Promotes Business Excellence

- Provides support to implement new innovative initiatives and promotes change.
- Gathers and investigates information from diverse sources to keep abreast of new developments and changes in the Public Sector environment.
- Seeks out and participates in learning opportunities. Understands and acts on constructive feedback and works towards agreed performance standards.
- Promotes a strong customer service culture by understanding needs.
- Assists and supports financial monitoring, procurement and contract procedures.

Builds Positive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns.
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict.
- Works collaboratively and shares information with own team and seeks input from others.
- Builds and sustains positive relationships with team members, stakeholders and clients.
- Confidently communicates messages in a clear and concise manner using appropriate language.

Displays Personal Drive and Professionalism

- Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour.
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them.
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner.
- Self-evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others.
- Committed to self-development.
- Contributes to a culture that values and respects diversity and models this in all interactions.
- Ensures standards for the safety and wellbeing of self and others are maintained