



NSW Child, Family & Community
Peak Aboriginal Corporation

AbSec is the peak organisation advocating for the rights, safety, and wellbeing of Aboriginal and Torres Strait Islander children, young people, families, and communities in New South Wales.

As an Aboriginal-led organisation, we champion self-determination and work towards a child and family system that is culturally safe, community-driven, and responsive to the needs of Aboriginal and Torres Strait Islander peoples.

People & Culture Coordinator

Key position information	
Job title:	People and Culture Coordinator
Business unit:	Corporate Services
Location:	Sydney
Reports to:	Manager, People & Culture
Status:	FTE 1.0 ongoing
Level:	Level 4 SCHADS Award
Delegation	NIL
Direct reports:	NIL
Position requirements	• A minimum of 2 years' experience within Human Resources, in a similar role • Relevant Human Resource and/or Business Administration qualifications is desirable. • Applications from Aboriginal and Torres Strait Islander Peoples are strongly encouraged.

About AbSec

Our vision is that all Aboriginal and Torres Strait Islander children and young people are looked after in safe, thriving Aboriginal and Torres Strait Islander families and communities, raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture, and surrounded by holistic supports. In working towards this vision, we are guided by these principles:

- Acknowledging and respecting the diversity and knowledge of Aboriginal and Torres Strait Islander communities.
- Acting with professionalism and integrity in striving for quality, culturally responsive services and supports for Aboriginal and Torres Strait Islander children, young people, families and their communities.
- Underpinning the rights of Aboriginal and Torres Strait Islander peoples to develop our own

processes and systems for our communities, particularly in meeting the needs of our children, young people, families and carers.

- Being holistic, integrated and solutions-focused through Aboriginal and Torres Strait Islander control in delivering outcomes for Aboriginal and Torres Strait Islander children, young people, families and communities.
- Committing to a future that empowers Aboriginal and Torres Strait Islander families and communities, representing our communities, and the agencies there to serve them, with transparency and drive.

Position purpose

The People and Culture Coordinator provides high-quality administrative and coordination support across the entire employee lifecycle, ensuring the efficient delivery of People and Culture services, processes and programs. The role is responsible for coordinating people-related information and maintaining accurate records, while supporting the smooth operation of P&C activities that enhance the employee experience and contribute to a positive, inclusive and high-performing workplace culture.

Function	Accountabilities
Operational	▪ Provide timely People and Culture support and respond to enquiries escalating complex matters as appropriate. ▪ Prepare employment documentation and correspondence ▪ Provide administrative support to the Manager, People and Culture across the employee lifecycle. ▪ Coordinate recruitment activities, including advertising, application management, interview scheduling and recruitment administration. ▪ Coordinate employee onboarding and offboarding, including employment documentation, inductions and employee records. ▪ Coordinate learning and development activities, maintain training records, and monitor mandatory training compliance. ▪ Maintain accurate and confidential employee and contractor records across systems. ▪ Conduct employment screening and compliance checks, including (but not limited to) Police Checks, Working with Children Checks and re-credentialing. ▪ Support initiatives that promote employee engagement, wellbeing, inclusion, and cultural safety. ▪ Coordinate employee surveys, analyse feedback, and support continuous improvement initiatives. ▪ Contribute to the continuous improvement of People and Culture systems, processes and practices. ▪ Contribute to periodic functional reporting ▪ Provide administrative support for Work Health and Safety activities and compliance. ▪ Undertake other duties within the scope of this role and Corporate Services, as directed.
Organisational contribution	▪ Work collaboratively with colleagues to achieve AbSec's strategic goals. ▪ Demonstrate AbSec's values in all interactions and decision-making. ▪ Comply with AbSec's policies, procedures, governance requirements, delegations and Work Health and Safety (WHS) obligations. ▪ Participate in organisation-wide, site based and team meetings, collaborative planning activities and other meetings or activities as required.

	Participate in organisational and professional development activities. Undertake other duties within the scope of the role, as directed.
Key relationships	- Director, Corporate Services and Manager, People and Culture. - All staff to provide People and Culture support, collaborate across organisational activities and initiatives and to contribute to the achievement of strategic objectives. - External service providers, training organisations and recruitment partners, as required.

Selection Criteria

The occupant of this position will be able to demonstrate the following criteria:

- Knowledge of contemporary human resources management theory, principles and practice and employment legislation.
- Demonstrated experience in drafting employment agreements and job descriptions.
- Demonstrated experience in executing end-to-end recruitment, induction and on-boarding processes.
- Experience providing administrative support across the employee lifecycle, including employee records, learning and development, performance processes and compliance activities.
- Intermediate computer literacy in MS Office suite, Teams and SharePoint.
- Well-developed written and verbal communication skills, with the ability to build effective working relationships across a broad range of stakeholders.
- Strong organisational skills, with a demonstrated ability to plan and manage workloads and competing priorities, work independently and collaboratively to achieve timely and effective outcomes.
- Demonstrated experience managing and maintaining record management systems, files and databases.
- Ability to initiate and coordinate multiple projects within set guidelines.
- Understanding of Aboriginal self-determination and the ability to support People and Culture practices that are culturally safe, strengths-based and enable culture, employees, leaders and communities to thrive.
- Experience working within a small team environment where support in many different roles may be required.

The following are desirable:

- Understanding of the NSW child protection system.

Practical Requirements

- Work outside of the normal hours of duty and some business travel may be required.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS). Salary is subject to negotiation, skills, and experience.
- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people(s) are strongly encouraged.