Human Resources Coordinator

OUR CULTURE

The **Department for Energy and Mining (DEM)** is committed to being the Most Transformative Energy and Mining Government Department in the World. To achieve this, we have developed four key enablers to high performing behaviour. These enablers underpin everything we do.

- Our culture is diverse, professional, accountable, respectful and committed to safety. We work collaboratively so we all succeed.
- We are committed to demonstrating personal and professional leadership and value being recognised as leaders in our field.
- We deliver the best outcomes for South Australians.
- We listen and engage meaningfully so that our decisions and actions build a successful and sustainable future for all South Australians

We are a White Ribbon Accredited workplace that promotes gender equality and a zero tolerance of violence in the workplace.

DEPARTMENT CONTEXT

The Department for Energy and Mining (DEM) supports a strong energy and mining sector powering growth and opportunity for South Australia. We lead the responsible development of the state's mineral and energy resources, expanding knowledge of South Australia's geological and energy potential, driving industrial transformation, attracting investment, delivering major projects critical to the state's economic future, and unlocking opportunities for industry, consumers and communities.

Leading regulation, together with innovative policies and programs underpin industry performance, technical and safety standards, and environmental outcomes, building confidence among industry and community.

Corporate and Commercial delivers integrated corporate and commercial functions that underpin the department's operational effectiveness and strategic outcomes.

It provides leadership across people, governance, planning, financial and risk management, and oversees data, records and security functions. The division manages resource royalties and departmental assets, including fleet, and oversees the delivery of electricity services to remote communities.

The Department for Energy and Mining (DEM) acknowledges Aboriginal people as the First Nations Peoples of South Australia. We recognise and respect the cultural connections as the Traditional Owners and occupants of the land and waters of South Australia, and that they continue to make a unique and irreplaceable contribution to the State.

ROLE TITLE	Human Resources Coordinator		
CLASSIFICATION	ASO4	POSITION NUMBER	P46605 / P46958
DIVISION	Corporate and Commercial		
BRANCH	People, Governance and Business Services		
TEAM	HR Advisory and Partnerships		
DESIGNATED POSITION	Yes		

ROLE PURPOSE

The **Human Resource Coordinator** provides assistance and guidance to Department leads and staff as the frontline HR administrative contact ensuring delivery of HR best practice and continuous improvement.

The role provides HR coordination and advisory support across the employee lifecycle exercising autonomy and judgement in managing HR matters including, providing generalist HR advice and support across employment conditions, payroll issues, recruitment and onboarding. The role also undertakes HR projects and processes including maintaining organisational structure information and workforce reporting.

The Human Resource Coordinator will work collaboratively with and provide support to the HR Business Partners and will work with the senior HR team to support workforce challenges, HR initiatives and change processes to enable a high-performing, inclusive and values-led culture.

REPORTING / WORKING RELATIONSHIPS

Reports to	Manager, HR Advisory
Direct reports	N/A
Works with	Human Resource Advisory team, Organisational Capability and Change team, Business Services team, all employees and managers.
Liaises with	Shared Services SA.

KEY OUTCOMES

Front line HR Support and Advice - Provision of confidential, trusted, timely and accurate HR administrative advice to clients.

HR administrative expertise - Provide and maintain accurate and timely HR administrative documentation including employment contracts, personnel, HR and payroll records and relevant documentation across the employee life cycle in accordance with relevant legislation and departmental procedures.

Developing Business Partnering - As an emerging professional, work closely with the senior HR team to support and deliver non-complex HR matters and tasks such as role statement development, classification assessment and drafting HR correspondence and reference materials.

Operational HR delivery – Manage the HR administrative functions including HR mailbox, workforce reporting (report writing and interpretation of data), maintaining organisational charts, payroll position data (organisation structure, classification, workflow records) and maintaining spreadsheets. There is also a requirement to liaise with Shared Services SA to seek resolution of more complex payroll related issues.

Work independently to deliver timely and accurate HR transactional activities across designated areas of the employee life cycle, including onboarding and payroll liaison, ensuring compliance with legislation, policy and procedures, within strict deadlines.

Recruitment Delivery - Coordinate end to end recruitment processes and advise on process enhancement and candidate experience.

Continuous Improvement and Innovation - Identify and support process improvement initiatives to enhance HR service delivery, efficiency and customer experience including opportunities to leverage technology.

Attention to Detail and Quality Control – High level of attention to detail in delivery of HR and recruitment outcomes to ensure quality control and consistent approaches.

Client focused – Demonstrate a strong client focus with a positive, solutions mindset whilst understanding when to escalate more complex matters to HR Business Partners.

Professional communications – Provide high level written and verbal communication to articulate matters in a professional and concise manner.

KEY CHALLENGES

Maintaining accuracy and meeting deadlines under pressure and balancing competing demands.

Balancing advisory responsibilities with operational delivery in a fast-paced environment.

Exercising initiative and judgement where procedures are not clearly defined ensuring compliance and alignment with agency objectives.

SELECTION CRITERIA

Operational HR Capability - Proven experience in a fast-paced customer focussed working environment delivering high quality and trusted HR and recruitment administrative advice and support within strict deadlines.

Initiative and judgment - Proven ability to use initiative and judgement to identify, investigate and resolve problems, as well as undertake intermediate HR advisory tasks.

Professionalism and discretion - Proven ability to maintain confidentiality and operate with tact and diplomacy.

Personal Development – dedication to personal development and continuous improvement, with a willingness to be challenged and take on new initiatives.

Policy Application – Working understanding of, and ability to interpret and apply, public sector HR frameworks, employment legislation, policies and departmental processes.

Communication and Relationship Management - Excellent interpersonal and communication skills with the ability to build trust and establish strong working relationships with a range of stakeholders.

Teamwork and Collaboration - Collaborative, flexible and positive approach to working across HR functions and with internal clients to deliver high quality outcomes.

Technology - Experience in the use of Human Resource Systems such as CHRIS21, Power BI and Excel and the ability to adapt to new and evolving systems.

SPECIFIC REQUIREMENTS

DEM encourages flexible working arrangements such as working from home, part time work, job share, compressed weeks and purchased leave. Arrangements are negotiated with the appropriate Manager.

The incumbent will embrace diversity in all its forms and demonstrate inclusive behaviours in the workplace.

The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.

The incumbent is expected to uphold the ethical behaviour and professional integrity standards as contained in the Public Sector Act 2009, as well as comply with any other relevant legislated requirements.

Appointment to this role will be subject to a satisfactory Screening Check.