

# Job Pack

HR Coordinator

**Acknowledgement of Country:** NASCA acknowledges and pays respect to the Traditional Owners and Custodians of country throughout Australia. We honour and respect the cultural heritage, customs and beliefs of all Aboriginal and Torres Strait Islander people. We recognise that Aboriginal and Torres Strait Islander peoples have spiritual social and cultural connections with their traditional lands and waters. We would like to express our sincerest gratitude to the communities on whose land NASCA works.



# About NASCA

**Founded in 1995, NASCA is proudly 100% Indigenous-led.**

We empower young Aboriginal and Torres Strait Islander people to be proud, strong and successful.

We support student education and wellbeing through connection to culture and community. Our role models deliver programs that engage young people through culture, sports and arts to inspire growth, achievement and success.

## **Our Vision**

A proud, prosperous, healthy Australia, where Aboriginal and Torres Strait Islander young people thrive.



**INTEGRITY** - NASCA operates an ethical, legal, accountable, diligent and transparent organisation.



**EXCELLENCE** - NASCA strives for the highest achievement in all aspects of our work, across our individual and community action.



**TRUST** - NASCA's value of trust is realised in our openness and honest approach, creating positive relationships with our young people, communities, partners and funders.



**CULTURAL PRIDE & INCLUSION** - Pride in our Aboriginality permeates throughout our work, informing our programs and activities and inspiring our young people to strengthen and enhance their cultural identities.



**COLLABORATION** - NASCA values the contributions made by community organisations, individuals and professionals to realise positive social change for Aboriginal and Torres Strait Islander young people.

# Position Overview

Working closely with NASCA's People & Culture Manager and the wider Operations team, the HR Coordinator plays a crucial role in the overall employee experience. The successful candidate will handle a variety of administrative and HR-related tasks inclusive but not limited to: assisting with recruitment processes, managing employee records, coordinating onboarding and offboarding procedures and providing general administrative support. The ideal candidate will have strong organisational skills, excellent communication abilities and a passion for fostering a positive and inclusive workplace culture.

<b>Position Title</b>	HR Coordinator
<b>Reports To</b>	People & Culture Manager
<b>Location</b>	Redfern, NSW
<b>Employment Status</b>	Full Time
<b>Remuneration</b>	Salary Range \$68,000-\$72,000. Specific salary to be negotiated based on qualifications and experience, plus superannuation and optional salary packaging benefits.
<b>Allowances and other Benefits</b>	35 hour working week; 4 weeks total leave per year; Employee Assistance Program; Training & Development Allowance; 1 day of cultural or ceremonial leave per year.

# The Role

- Supporting the recruitment process, including posting of job vacancies, scheduling interviews, and coordinating communication with candidates and key stakeholders
- Managing the NASCA employment inbox, and respond to queries regarding NASCA vacancies and recruitment processes.
- Supporting the People & Culture Manager in the administrative tasks of Employment Hero, NASCA's HRIS System; inclusive but not limited to maintaining accurate records, managing platform access, and respond to platform queries.
- Maintaining accurate records in required HR repositories; ensuring compliance with data protection and confidentiality policies.
- Assisting in the coordination of employee engagement initiatives and events
- Administration of performance management processes, reporting and annual performance and grow cycles
- Arranging pre-boarding and onboarding of new starters in partnership with the People & Culture Manager
- Support employee training and development through bookings, catering and additional requirements
- Provide broader HR administrative support in actioning variations of contracts, resignation confirmations, statements of service, leave applications etc
- Adhoc support for implement HR- related projects and initiatives



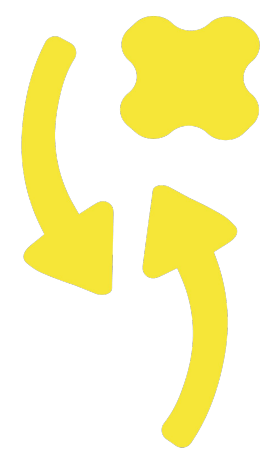


# Experience & Knowledge

1. Demonstrated experience in a HR or administrative role
2. Knowledge and understanding of issues facing Aboriginal and Torres Strait Islander people, and experience working with Aboriginal and Torres Strait Islander young people.
3. Strong interpersonal skills with proven success in building internal and external relationships
4. Good organisation and effective time management skills, and the ability to manage competing priorities.
5. High attention to detail and follow-through.
6. Initiative, but also a willingness and ability to follow directions.
7. Passion for people and desire to drive people-centric initiatives



# Key Selection Criteria



1. Demonstrated experience in a HR or administrative role
2. Strong interpersonal skills with proven success in building internal and external relationships
3. Good organisation and effective time management skills, and the ability to manage competing priorities.
4. High attention to detail and follow-through.
5. Example of how you have driven Initiative, but also a willingness and ability to follow directions.

# How to Apply

**Submit an application as soon as possible.** Applications are reviewed upon submission.



Submit a completed application via email to [jobs@nasca.org.au](mailto:jobs@nasca.org.au)  
You will need to send **the items listed below** to be considered:

1. **Resume** - including relevant experience to make it easier for us to work out how your experience matches what we're looking for. Please include references and your contact details.
2. **Cover Letter** - tell us about you and why you want to work at NASCA. Be sure to address the essential criteria and experience you would bring to the role of HR Coordinator. Share your story.

**For more information:** contact the NASCA team on 02 8399 3071 or via [jobs@nasca.org.au](mailto:jobs@nasca.org.au)





# Thank you

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