



# Human Resources Coordinator

## Position overview

- **Generalist HR workforce coordination and administration role.**
- **Compliance and continuous improvement focus.**
- **Part-time 3 days per week for 6 months.**
- **Generous salary packaging.**

## About VACRO

VACRO is a non-government, non-denominational organisation providing support and information for individuals charged with a criminal offence, offenders, and their families. VACRO also provides leadership, education, training and research on the justice system for the community.

## The opportunity

This role provides crucial HR support across the organisation. It implements and monitors good practices particularly in the areas of recruitment and selection, induction, training and performance review. There is a focus on sound records maintenance and contributing to the development of HR and administrative processes and documents.

## Key Selection Criteria

- Tertiary qualified in human resources, psychology, business, management or other relevant fields.
- Experience in an Human Resources, Payroll, Training or Organisational Development coordination role within a community services setting.
- High level interpersonal skills and business acumen.
- Demonstrated success at coordinating and monitoring recruitment, induction, training and performance review and development processes is highly regarded.
- The ability to build professional internal relationships whilst delivering on key HR requirements.
- Strong attention to detail.
- Knowledge of payroll, HR information system and records management highly regarded.
- Satisfactory Police Check.

## What We Offer

VACRO is an equal opportunity employer, dedicated to staff wellbeing. We provide extensive on-boarding training and ongoing professional development for staff, amongst other benefits. This role is classified at Level 4 or 5 (depending on qualifications and experience) SCHCADS 2010 Award plus generous salary packaging.

## How to Apply

The position description is available below or on our website at [www.vacro.org.au](http://www.vacro.org.au) under "Careers". Direct any enquiries to Human Resources on 03 9605 1900. In your application, please address the key selection criteria in this advertisement and include a current Resume. Forward your application to [recruitment@vacro.org.au](mailto:recruitment@vacro.org.au) by 9.00am on Monday 14 January 2019.