

Position Description

Position Title	HR and Governance Coordinator
Location	Remote/Hybrid
Team	Shared Services
Competency level	Individual Contributor L2

Main purpose of position	The HR and Governance Officer is responsible for managing human resources functions and ensuring effective governance practices within the organisation. This role involves overseeing employee relations, recruitment, compliance, policy development, and board support.
Position reports to	Senior Manager, Corporate Services
Direct reports to this position	Nil

Key Competencies

Human Resources:

- Administer recruitment and onboarding process, ensuring the organization attracts and retains high-quality talent.
- Develop and implement HR policies and procedures in alignment with legal requirements and best practices.
- In collaboration with managers, act as a business partner to manage employee relations, addressing concerns and resolving conflicts in a fair and consistent manner.
- Coordinate and deliver training and development programs to enhance employee skills and knowledge.
- Maintain accurate and confidential employee records, including Employment Hero data management.
- Conduct performance management processes, including goal setting, and professional development planning.
- Manage end-to-end employee lifecycle including terminations

- Review and update HR policies and procedures regularly to ensure compliance with current legislation and alignment with organisational goals.
- Promote a positive and inclusive organisational culture.
- Implement initiatives to enhance employee engagement, satisfaction, and retention.
- Facilitate internal communication to ensure employees are informed and engaged with organisational goals and initiatives.
- Maintain and oversee Fortem's Family Friendly workplace certification.

Governance:

- Support the Company Secretary in implementing effective governance practices.
- In collaboration with internal stakeholders, coordinate, prepare and distribute board meeting agendas, minutes, and documentation.
- Provide secretariat for Board and Governance committees.
- Coordinate board member induction and annual planning.
- Ensure compliance with legal and regulatory requirements, including corporate governance standards.
- Maintain and update the organization's governance policies, procedures, and Constitution
- Facilitate communication between the Board, executive team, and other stakeholders.

Compliance and Risk Management:

- Ensure adherence to employment laws, regulations, and organizational policies.
- Conduct regular audits to ensure compliance with HR and governance practices.
- Identify and mitigate risks related to HR and governance functions.
- Support the development and implementation of risk management strategies.

Administration support

Provide comprehensive HQ support including, but not limited to:

- Office pass coordination
- Coordination of Maintenance and Business Card request
- Office Works Account Coordination and oversight
- Vehicle request coordination
- Insurance renewals and claims
- Repairs and Maintenance request coordination
- Courier Management
- Coordination and distribution of Mail

Work Health and Safety

- Take reasonable care to ensure own safety and health at work and avoid adversely affecting the safety and health of any other person.
- Report any unsafe conditions or incidents that occur and comply with all work health and safety policies and procedures.

Organisational support:

- Fortem Australia's vision, mission, and values while maintaining professional and ethical conduct.
- Contribute to reporting and engage in activities related to team and organisational strategic initiatives.
- Ensure adherence to governance, policies, and procedures in all service, correspondence, and administrative processes.

- Respect diversity in the workforce, maintain confidentiality of participant details, and participate in fundraising events.
- Assist in any other area as directed by the line manager or delegate. This includes but not limited to the areas of administration, research and projects.

Knowledge Skills and Experience:

- A background in executive support for senior leadership and are tech savvy with strong skills in the MS office suite.
- Experience with Xero is highly desirable
- Exceptional relationship and communication skills with a high level of discretion and sensitivity when dealing with confidential matters,
- A strong business acumen with the ability to make sound judgement and quick decisions.
- Demonstrated experience in an administrative role or in a related field and/or experience in payroll will be highly regarded.
- Previous experience working in the not-for-profit sector highly desirable