

# RECRUITMENT INFORMATION PACKAGE

## Collective Purpose Human Resources Administrator



Collective Purpose is a collaboration with



Mental Health  
& Wellbeing  
Consumer  
Advisory Group

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## 1 POSITION DESCRIPTION

### Human Resources Administrator

<b>Organisation:</b>	Collective Purpose
<b>Title:</b>	Human Resources Administrator
<b>Employment type:</b>	Part-time, 22.8 Hrs per week (6-month contract with the possibility of extending)
<b>Salary &amp; Classification:</b>	Social Community Home Care and Disability Services Award Level 4.1, \$67,383 per annum (pro rata)
<b>Location:</b>	Suite 501, 80 William Street, Woolloomooloo
<b>Reports to:</b>	Collective Purpose General Manager
<b>Supervises:</b>	N/A

### About Collective Purpose

Collective Purpose is a coworking and shared service social enterprise that aims to provide a vibrant, contemporary workplace and professional business administration for community managed organisations. We want to see real improvements in the mental health and well-being of individuals, workplaces, and our communities. We aim to foster collaboration, innovation and excellence in like-minded organisations and individuals.

### Role description:

To provide human resources support (including employee relations, payroll, workplace health and safety, recruitment and induction, policies and procedures) to Collective Purpose and client organisations. The position will report to the Collective Purpose General Manager. The position will work across teams and be required to contribute to team effectiveness and cohesion.

### Duties and Responsibilities:

- Administer Human Resources policies and procedures
- Administer Work Health and Safety policies and procedures
- Assist client organisations with recruitment, induction and onboarding
- Maintain data on compliance requirements and notify clients of compliance issues and deadlines
- Maintain a system for HR compliance including changes to wages, conditions of employment, leave and training records
- Provide client organisations with regular and adhoc HR reporting
- Update systems and templates for HR record keeping and management
- Conduct annual audit of HR files
- Undertake other HR administration duties as directed.

### Essential criteria:

- 2 - 3 years' experience in human resources administration
- Related tertiary qualification
- Strong written and verbal communication skills
- Proficient with Microsoft Suite including Outlook, Word and Excel
- Ability to work independently

### Desirable criteria:

- Experience in human resources systems and software
- Experience in an HR Shared Service

### Essential Behavioural competencies:

- Attention to Detail/Quality Orientation
- Planning and Organising Work Management
- Readiness to recognise and implement efficiencies within work practices
- Ability to work to deadlines
- Customer Service Orientation
- Relationship Building
- Respect for others
- Teamwork/Collaboration
- Judgement/Problem Solving
- Adaptability and flexible working style
- Initiative

Conditions of employment are as detailed in the Social, Community, Home Care & Disability Services Award (SCHCADS), a copy of which is available in the workplace.

## 2 ABOUT COLLECTIVE PURPOSE

We work for community managed mental health and wellbeing organisations. Our purpose is to improve the sustainability of the sector by sharing services and resources and providing a hub for collaboration and innovation.

Our shared services model provides cost effective business administration support to clients, allowing them to devote more of their time and money to their core mission. As a co-working hub, we offer office space and meeting rooms in the heart of Sydney at affordable prices. Our dynamic, contemporary space is designed to provide a stimulating and inclusive environment where people love to come to work. We bring people and organisations together through our networks, forums and events.

Between the founding partners, we have over 120 years' combined experience in the community managed mental health and wellbeing sector. We receive funding from the Mental Health Commission of NSW through the collaborative efforts of our founding partners. We believe the collective can be greater than the individual and together we can have greater social impact.

### Contact details

Address: Level 5, 501 / 80 William St, Woolloomooloo, NSW 2011

Telephone: 02 9332 0256

Email: [jobs@collectivepurpose.org.au](mailto:jobs@collectivepurpose.org.au)

Website: [www.collectivepurpose.org.au](http://www.collectivepurpose.org.au)

### 3 ADVERTISEMENT FOR THE POSITION

#### **Collective Purpose**

#### **Human Resources Administrator**

This role will suit an organised and adaptable HR Generalist with a customer service orientation. The HR Administrator provides HR services to several not-for-profit organisations as part of a shared service arrangement. Responsibilities include HR compliance, administering HR policies and procedures including workplace health and safety, maintaining HR records and the HR calendar. They will assist with recruitment, onboarding and payroll for client organisations. The successful candidate will have experience preparing regular and adhoc HR reports and the initiative and problem-solving capacity to contribute to improving work practices. This is an opportunity to work as part of a small team with a focus on creating social impact. Collective Purpose offers flexible working arrangements and a workplace wellbeing program.

This part-time role (22.8 hours per week) is for an initial 6-month fixed term with the possibility of extending. Collective Purpose salaries are based on the Social, Community, Home Care & Disability Services Award (SCHADS). The role is classified at Level 4, with a base salary of \$67,383 per annum (pro rata) plus super and salary packaging. Collective Purpose is situated in Woolloomooloo, NSW.

Collective Purpose supports diversity and is an equal opportunity employer. If you are passionate about what you do, committed to making a difference and this sounds like your next role, we'd love to hear from you.

**Applicants must address all the selection criteria in the Position Description to be considered.**

Closing date: 30 April 2019.

Please forward applications to: [jobs@collectivepurpose.org.au](mailto:jobs@collectivepurpose.org.au)

## 4 RECRUITMENT PROCESS

- Position to be advertised through various channels, commencing **12 April 2019**
- Applications to be submitted by email to Matthew Stanley, General Manager at [jobs@collectivepurpose.org.au](mailto:jobs@collectivepurpose.org.au)
- Closing date for applications – close of business, **30 April 2019**
- All applications will be acknowledged by email.
- Applications should include a covering letter or email, a current resume or CV, and a statement addressing **all** Selection Criteria (see Position Description and advertisement attached). **Applications will not progress to interview if all the selection criteria in the Position Description are not addressed.**
- Selected applicants will be invited to attend an interview and will be given at least three days' or one week's notice of the time and date.
- All interviewees will be asked the same set of questions, although the interview panel reserves the right to ask additional clarifying questions if necessary.
- The panel will rank eligible applicants in order of preference.
- The panel will check references as provided by the selected applicants.
- The panel will confer to confirm its decision. The panel's decision is based on individual merit, taking into account the written application, interview, and referees' comments.
- The successful applicant will be offered the position. If they decline, the position will be offered to the next ranked person.
- All unsuccessful interviewed applicants will be notified by the convener of the panel, as soon as possible after the recruitment process is completed.

## 5 FOUNDING PARTNER PROFILES

### Way Ahead (Mental Health Association NSW)

<i>Type of organisation:</i>	Non-government organisation, registered charity, PBI status, DGR status
<i>Funding sources:</i>	NSW Health, Mental Health Commission of NSW (MHC NSW) donations and bequests
<i>Geographical focus:</i>	NSW and Qld (limited)
<i>Issue focus:</i>	Mental health promotion, mental health and mental illness education
<i>Industry focus:</i>	Information, health promotion, support, advocacy
<i>Website:</i>	<a href="http://www.wayahead.org.au">www.wayahead.org.au</a>

### BEING – Mental Health and Wellbeing Consumer Advisory Group

<i>Type of organisation:</i>	Non-government organisation, registered charity
<i>Funding sources:</i>	Mental Health Commission of NSW (MHC NSW) and other non-government organisations
<i>Geographical focus:</i>	NSW
<i>Issue focus:</i>	Mental health and wellbeing of mental health consumers
<i>Industry focus:</i>	Systemic advocacy, consumer participation, education
<i>Website:</i>	<a href="http://www.being.org.au">www.being.org.au</a>

### Mental Health Carers NSW (MHCN)

<i>Type of organisation:</i>	Non-government organisation, registered charity, PBI status, DGR status
<i>Funding sources:</i>	Mental Health Commission of NSW and other non-government organisations
<i>Geographical focus:</i>	NSW
<i>Issue focus:</i>	Mental health, education
<i>Industry focus:</i>	Support, education and advocacy for carers
<i>Website:</i>	<a href="http://www.mentalhealthcarersnsw.org">www.mentalhealthcarersnsw.org</a>