

Reports to: HR Business Partner

Key relationships: CM, AM, RM, HRC, SHRBP, RPM

Authority level: N/A



HR Coordinator

WHY YOU'RE HERE

At BestStart, we stand up and stand out for our children, families and communities. We're leaders in the early childhood sector, we make a difference and we love what we do. We pride ourselves on being an inclusive team. We encourage our people to bring their unique selves to work. If you're passionate about making a difference, you belong here.



WHAT YOU'LL DO

- Generate IEA or changes to employment documentation.
- Ensure safety checking processes are followed; escalate any concerns to management.
- Ensure compliance is current by distributing reports, following up on outstanding documents and escalating to management when required.
- Support the region with any other required HR documentation including (but not limited to) Police vets, immigration paperwork, jury letters and letters of service.
- Processing terminations: ensuring that it has been completed so payroll have the information.
- Monitor our ticket system and respond to assigned tickets within 24 hours.
- Maintain and update employee records and assist with the maintenance of HR databases and systems.
- Keeping spreadsheets current and conducting reporting.
- Act as a point of contact for employee and managers questions and concerns, providing guidance and assistance as needed.
- Support HR projects as required.
- Training for CMs and presenting HR topics at CM Hui.
- Assist with International Teacher Onboarding.
- Support the HR Business Partner
- Support the Reliever Pool Manager with compliance if necessary.
- Represent and promote BestStart as a great place to work.
- Any reasonable additional duties as requested by management.



HEALTH & SAFETY

- Actively promote and role model health & safety awareness
- Complete health & safety training as required
- Identify, report and escalate risks, health, safety and environmental hazards within the workplace and take appropriate action
- Understand and meet, any legally binding health & safety regulations relevant to the workplace



THE SKILLS, KNOWLEDGE AND EXPERIENCE

- HR experience preferred.
- Sound computer skills including Microsoft Office.
- Demonstrate a strong attention to detail and be outcomes focussed.
- Excellent communication skills – both verbal and written.
- An ability to remain calm under pressure and be responsive.
- Able to show mature judgement and be discrete.
- A love of collaborating with people from all parts of the business, great customer service skills and comfort speaking with all levels of stakeholders.
- Be known as an expert in your role – learn new processes and understand how to implement them quickly and easily.
- A drive to get things done accurately and never afraid to fail fast, try again and find a new way to do things.
- Consummate professional always acting with honesty and integrity.