

Position Description

POSITION TITLE:	People and Culture Coordinator
REPORTS TO:	People and Culture Manager
EMPLOYMENT TYPE/STATUS:	Part Time (0.9FTE)
EMPLOYMENT STATUS:	Ongoing
CLASSIFICATION:	Level 5
DATE REVIEWED:	March 26

Team Overview

The Operations and Innovation Team is based in Carlton at the BreastScreen Coordination Unit and is responsible for:

- Asset and Capital Management
- Coordination and management of BSV's Innovation agenda
- Environmental sustainability
- Facilities management
- Finance and Budgeting
- People and Culture
- Policies, Procedures and Compliance
- Project Management
- Risk management
- Service provider contract management, including statewide capacity management

It also supports the Chief Executive Officer in strategic planning and corporate governance obligations.

Role Objective

The People and Culture Coordinator is the first point of contact for general HR related queries within the workplace and provide high level generalist administrative support to the People and Culture Manager and key stakeholders throughout BCU.

The primary focus of the role will be in facilitating recruitment and on-boarding process, and supporting the administration of HR processes for employees throughout the employment lifecycle; including probationary reviews, appraisals, learning and development, Occupational Health and Safety and termination processes through BSV’s employment portal “MyWorkplace”.

As the first point of contact for the BSV leadership group, the People and Culture Coordinator provides initial support and advice on HR issues and is required to use sound judgement to ensure matters are escalated as required.

The People and Culture Coordinator is committed to supporting a diverse and inclusive workforce in a respectful and approachable manner that positively influences culture resulting in an improved experience for BSV clients.

Key Responsibilities – Include but not limited to:

	Key Responsibility	Key outcomes
1	<p>HR ADMINISTRATION</p> <ul style="list-style-type: none"> • Maintain accurate employee records with respect for confidentiality and privacy. • Provide timely and accurate advice on HR issues, policies and processes, conditions of employment and related issues to managers and staff. Escalating to the People and Culture Manager as required. • Provide administrative support associated with Recruitment, Learning and Development, Engagement Surveys, Performance management and Occupational Health and Safety to People and Culture Manager and leadership team. 	<p>Appropriate documentation and information filed appropriately and readily accessible</p> <p>Employees provided with timely and accurate information.</p> <p>Accurate Employee payroll status.</p>

	<ul style="list-style-type: none"> • Administer employment documentation including letters of offer, contracts and various other templates via HRIS cloud system (ELMO) <p>Prepare HR reports/dashboard for Board of Management and Executive team and reports as required by the Victorian Public Sector Commission. Provide ad hoc reports as requested by the leadership team.</p> <ul style="list-style-type: none"> • Complete fortnightly action items (including leave approvals) as required for accurate payroll processing, ensuring payroll officer is updated on employee changes and any other payroll related matters. • Support continuous improvement of HR systems (ELMO) and processes to ensure efficient running of the department. 	
2	<p>RECRUITMENT</p> <ul style="list-style-type: none"> • Coordinate and administer recruitment process, including drafting and posting job advertisements, screening candidates, interviewing, complete reference checks and assume responsibility for overall candidate care. • Coordinate and collate appropriate documentation required for new employees through HRIS • Action and complete new employee checklists through HRIS to ensure readiness to commence work and their first pay. 	<p>Time taken to recruit suitable applicant into roles within 6 weeks.</p> <p>New Employees ready and able to commence work on expected start date</p>
3	<p>EMPLOYEE EXPERIENCE</p>	

	<ul style="list-style-type: none"> • Coordinate induction and orientation process for BCU employees. • Update and maintain Employee related information on the HRIS and Employee Portal (Clara) • Provide administrative support to the Staffing committee, including taking minutes, monitoring action items and assist in organising Employee events. • Promotion and coordination of wellness initiatives. • Assist in administering Employee Surveys and support delivery employee engagement initiatives. • Coordinate exit processes for employees leaving the Organisation 	<p>New staff successfully on-boarded to agreed standards</p> <p>Employee feedback and high levels of engagement with HR/Staffing committee initiatives</p> <p>Staff exit checklists completed, actions on trends recommended</p>
4	<p>LEARNING AND DEVELOPMENT</p> <ul style="list-style-type: none"> • Collate, document and track documentation associated with annual performance review process and follow up on action items. • Respond to requests for ad hoc training requirements for BCU employees. • Maintain training record 	<p>Appraisal process is meaningful and delivered in timely manner</p> <p>Timeliness of competing required tasks.</p>
5	<p>OCCUPATIONAL HEALTH AND SAFETY / WORKERS COMPENSATION</p> <ul style="list-style-type: none"> • Follow up on action items arising from OHS meeting and other OHS issues/incidents as directed by People and Culture Manager • Provide administrative support to Workers Compensation claims process. 	<p>BSV meet all OHS statutory obligations</p> <p>Injured staff process adhered to and claims processed in timely manner</p>

6	<p>PROJECTS</p> <p>Occasional project work as identified by People and Culture Manager</p>	
7	Other duties as required.	

Level of Supervision and independence

The People and Culture Coordinator reports directly to the People and Culture Manager.

As a level 5 employee as per the BSV Enterprise Agreement, it is expected that the incumbent has the capacity to resolve problems that require a degree of original and independent thinking and may be required to handle difficult work situations with the necessary skills to produce effective outcomes for BSV. A good understanding of coordination and management skills is required as the employee is required to undertake responsibility for one or more specific projects, monitor resources and balance completing priorities to achieve results.

The position is required to provide policy and strategic input to BSV and the wider community, and represent BSV through liaising and fostering a network of stakeholders to share expertise. The employee must be able to work collaboratively with colleagues at all levels of the organisation, and where appropriate motivate others. Well-developed interpersonal and negotiating skills, excellent communication abilities and a high degree of personal accountability are essential for the role.

Professional skills, knowledge and a proficiency in a specialised field gained through formal qualifications and experience, is required to assist in providing technical advice to others requiring support in human resource management.

Key Behaviours and Values

At BreastScreen Victoria, our values are more than words on a page; they reflect who we are and how we work. Our values inform our everyday decisions. They guide how we interact, solve problems, support clients, and contribute to a strong, unified team.

From the way we support each other to how we welcome and care for our clients, our values of Caring, Respect, Collaboration, Inclusion, and Excellence form the foundation of our workplace culture.

BreastScreen Victoria provides positive guidelines around key behaviours and values to ensure the work of all employees is effective, respectful and contributes to the positive culture of our organisation. Adherence to the BSV Performance Behaviours Dictionary, Code of Conduct and other relevant organisational policies and procedures is an ongoing requirement of the role.

Key Selection Criteria

Academic Qualifications	
ESSENTIAL	DESIRABLE
Relevant qualifications in Human Resources	Cert IV training and assessment

Technical Abilities & Skills	
ESSENTIAL	DESIRABLE
	<p>The Operations and Innovation Team is based in Carlton at the BreastScreen Coordination Unit and is responsible for:</p> <ul style="list-style-type: none"> • Asset and Capital Management • Coordination and management of BSV's Innovation agenda • Environmental sustainability • Facilities management • Finance and Budgeting • People and Culture • Policies, Procedures and Compliance • Project Management

Technical Abilities & Skills	
	<ul style="list-style-type: none"> • Risk management • Service provider contract management, including statewide capacity management <p>It also supports the Chief Executive Officer in strategic planning and corporate governance obligations.</p>
Previous experience in a HR support role	Experience with cloud based HRIS systems (eg: ELMO, Employment Hero, Bamboo HR)
Computer literacy in Microsoft Word, Excel, Powerpoint and Outlook.	Office 365, MS Teams and SharePoint
Excellent administration skills and a strong attention to detail.	Experience in producing HR related reports
Excellent relationship building abilities, sound judgment and the ability to communicate clearly and effectively to staff at all levels of the organisation.	Experience or training in Interviewing techniques/skills

Personal Abilities & Behaviours	
ESSENTIAL	DESIRABLE
Confidence and EQ to initiate appropriate conversations with colleague	
Empathetic and respectful approach when interacting with other	
Ability to maintain employee confidentiality and privacy	

Relationships

INTERNAL	EXTERNAL
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BSV Leadership Group	Recruitment Agencies
Staffing Committee	Educational and Training Institutions
Payroll	WorkCover Insurer
Employees of BSV	

Diversity & Inclusion

We are committed to promoting diversity, inclusivity and accessibility within our workplace, and encourage people from diverse communities and backgrounds to apply for roles at BreastScreen Victoria. This includes (but is not limited to): people from multicultural backgrounds; LGBTIQ+ communities; Aboriginal and Torres Strait Islander peoples; and people with disability.

BreastScreen Victoria have a number of policies, procedures and systems that promote inclusive behaviours throughout our workforce. They are all key indicators for successful performance in this role.

About BreastScreen Victoria

BreastScreen Victoria operates a population-based breast cancer screening program that aims to reduce the impact of breast cancer and save lives through early detection. We provide free breast screens (mammograms) to women and the trans and gender diverse community aged 40 and over without breast symptoms, targeting those aged 50 to 74 years who are proven to benefit the most from population-based screening.

We are contracted by the Victorian Department of Health to deliver breast screening in Victoria as part of the national BreastScreen Australia Program.

BreastScreen Victoria operates across a network of permanent and mobile screening clinics and assessment services to provide high-quality and inclusive care for the Victorian community.

Our program is client-focused, embedding client input and feedback at every stage.

Our services are quality assured and accredited under the BreastScreen Australia National Accreditation program, and our performance is measured against the National Accreditation Standards.

Our program



The BreastScreen Victoria program is for women, including eligible trans and gender diverse people.



The program is for women with no breast symptoms.

50-74

BreastScreen Victoria invites women aged 50-74 to get a breast screen (mammogram), based on evidence that screening is most effective in this age group. The program is also open to women over 40.



A breast screen is recommended every two years.



Clients may be called back for further tests. This does not mean breast cancer is present; however, more tests may be necessary.

How we deliver our program



The BreastScreen Victoria program is free.



A breast screen takes just 10 minutes.



No Medicare or doctor's referral is needed.



All breast screens are conducted by experienced woman radiographers.



Breast screening and assessment services are available across Victoria. Two mobile screening services provide screens in rural and regional communities.

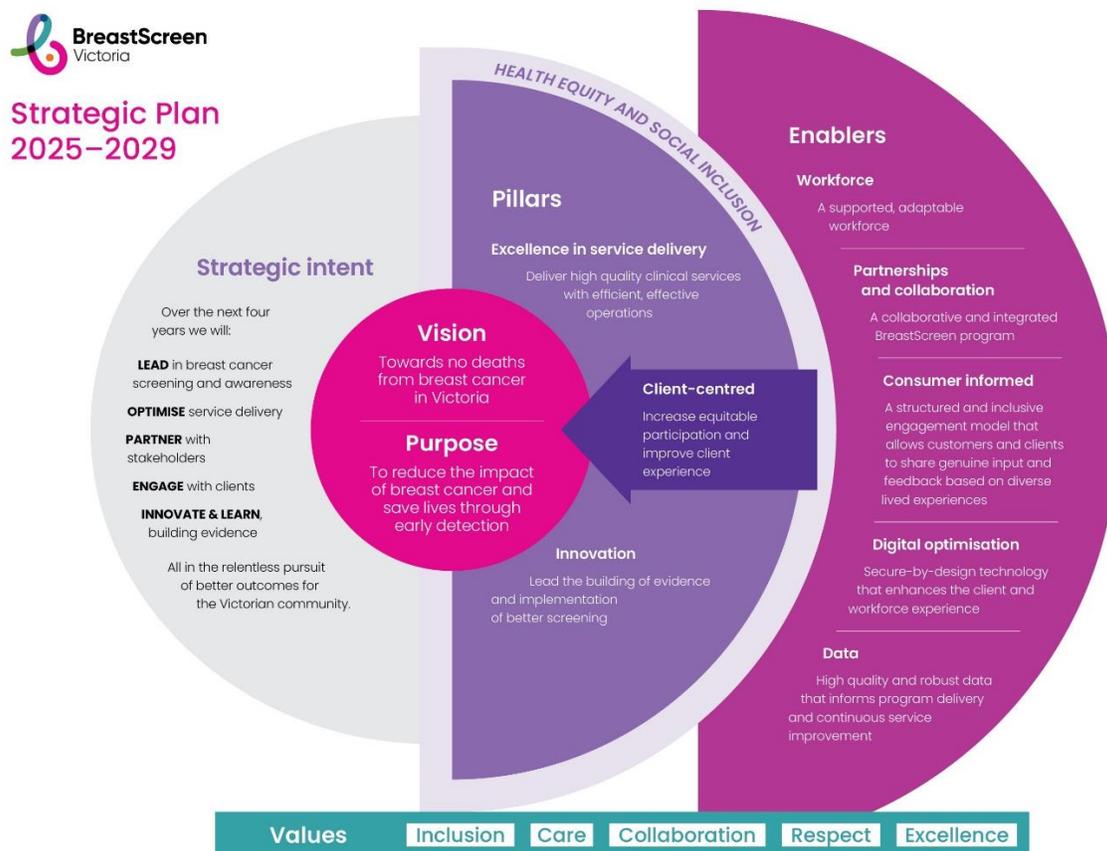
Strategic Plan 2025–2029

Our Strategic Plan for 2025–2029 sets a bold vision and purpose, guiding our organisation toward a future of no deaths from breast cancer in Victoria.

This Plan is closely aligned with the [Victorian Cancer Plan](#) and the [Australian Cancer Plan](#), both of which emphasise inclusive participation in breast cancer screening and enhancing outcomes across priority populations.

Our people are at the heart of everything we do. This Plan highlights the focus and investment needed to build a supported, adaptable workforce, with strong program and clinical leadership and new capabilities, both now and into the future.

Developed through extensive consultation with consumers, service providers, staff, partner organisations, and government stakeholders, this Plan reflects a shared commitment to delivering equitable, high-quality breast screening services for all.



Understanding and acceptance of Position Description

Employee Signature: _____ Date: _____

Employee Name: _____

Manager Signature: _____ Date: _____

Manager Name: _____