

Trust for Nature

Position Description



Position	People & Safety Coordinator
Department	Strategic Operations
Location	Melbourne
Employment status	Full-time (part-time considered), Ongoing
Remuneration	3.1 + superannuation
Reporting line	People & Safety Manager
Direct Reports	None

About us

Trust for Nature is a not-for-profit organisation that works to protect native plants and wildlife in cooperation with private landowners.

Created in 1972 under the *Victorian Conservation Trust Act 1972 (Vic)*, Trust for Nature has a proud history of working across the government, not-for profit and private sectors to achieve permanent protection of important conservation land across Victoria. We have a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

Our Vision

A future in which Victoria's nature is valued, protected and thriving

Our Purpose

We work with Victorians to protect nature on private land forever.

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About the role

The People and Safety Coordinator is a highly organised, proactive coordination role that underpins the effective operation of the People and Safety function. The role focuses on HR and OHS operations, planning, coordination and administration of activities.

This role is ideal for someone who excels at organisation, systems and follow-through, and who has practical OHS knowledge, supported by coaching and guidance from the People and Safety Manager.

Key Responsibilities

The primary responsibilities of the role include:

- Maintain people and safety calendars, plans and trackers to ensure obligations and cycles are met.
- Act as a first point of contact for people and safety queries, giving guidance within established policies and framework and escalating complex matters appropriately.
- Maintain appropriate HR and OHS records, while also maintaining confidentiality of sensitive information.
- Identify opportunities to improve systems and processes to make things easier for managers and employees.

Safety:

- Provide day-to-day coordination and administration of OHS systems and processes, drawing on the established Health and Safety framework.
- Support teams to meet their OHS responsibilities through effective process, guidance and follow-up.
- Administer incident, near miss and hazard reporting, coordinating investigations and follow up actions.
- Support workplace safety inspections and follow-up actions as required.
- Maintain OHS records, registers and training compliance data.
- Coordinate health and safety meetings, consultations and communications.
- Promote a culture of reporting to identify potential hazards and prevent injuries and illnesses.
- Coordinate OHS purchasing.
- Administer the welfare device safety system.

People and Culture:

- Provide HR coordination across the employment lifecycle including; onboarding to offboarding, employment documentation, record keeping and system updates.
- Coordinate the organisation-wide Performance Development Plan (PDP) cycle, including timelines, communications and reporting.
- Coordinate learning and development activities, including logistics, tracking and evaluation.

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- Support recruitment processes end-to-end, including advertising, interview coordination and onboarding administration.
- Coordinate HR inputs into payroll processes in partnership with Finance.
- Draft and coordinate internal people and wellbeing related communications.

Key Relationships

- People and Safety Manager
- Finance team (payroll support)
- Strategic Operations Team
- Managers and Employees across the organisation
- External providers (training, recruitment, OHS support)
- Other key stakeholders

Knowledge, Skills and Experience

- A relevant Tertiary qualification or relevant experience in Human Resources and/or Occupational Health and Safety.
- Demonstrated experience in HR/ OHS coordination, administration or operations roles.
- Practical understanding of HR and OHS legislation and regulations.
- Exceptional organisational, planning and time-management skills.
- Ability to interpret and explain concepts and policies and give guidance to managers and employees.
- Strong attention to detail with the ability to manage multiple cycles and deadlines.
- Clear, professional written and verbal communication skills
- Proactive, solutions-focused and comfortable working with ambiguity.

Key Selection Criteria

- Relevant qualification and/or experience in similar coordination role
- Working knowledge of occupational health and safety obligations and processes.
- Sound professional judgement and decision making within established HR and OHS policies and guidelines.
- Excellent organisational and time management- skills with strong attention to detail.
- Strong communication and interpersonal skills

Trust for Nature Values

Our values underpin everything we do. How we deliver our work is as important as the outcomes we achieve for the Victorian Community. Our values are the foundation of our culture and guide how we work together, with our stakeholders, partners and the community.

The Trust's values are;

- **Nature** - we really really love nature!
- **Forever** – we think long term
- **Together** – we work collaboratively and with care

Specific requirements for this position

- A National Police Check is required to be conducted as part of the selection process.
- The position requires travel throughout Victoria, therefore a current Driver's Licence is required.

Health and Safety requirements

Trust for Nature is committed to protecting the safety and wellbeing of its people and ensuring safety is integral to how do our work. In realising this commitment Trust for Nature complies with all relevant health and safety laws including the *Occupational Health and Safety (OH&S) Act 2004* (with its associated regulations and codes).

Join a Workplace Based on Fair Employment

The Trust offers fair employment and career opportunities where possible. We aim to attract a diverse pool of applicants and focus on the genuine and essential requirements of the job and being consistent and fair in our treatment of applicants.

Equal Opportunity Employer

The Trust is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is a policy of the Trust to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please use the contact listed in the role advertisement.

Balancing your Life

We understand that life balance is an important part of our employees' lives. Wherever possible the Trust offers a range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, hobbies and life/career aspirations. We provide various options such as flexible start and finish times, working part time, job sharing, working from home, and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

Privacy Notification

Trust for Nature affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014* (Vic).

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Other relevant information

- The terms and conditions of employment are similar to those applying in the Victorian Public Service and will be governed by the enterprise agreement applying to Trust staff;
- The position is located at the Melbourne CBD Office

The position description may need to be amended occasionally due to variations in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.