

Position Description



Position: People and Culture Coordinator
Classification Code: ASO3
Division: People and Culture

POSITION DESCRIPTION

Summary of Role:

The People and Culture Coordinator is accountable to the Principal People and Culture Consultant in delivering a range of operational and administrative human resources functions. The role will also provide administrative support to the People and Culture team, ensuring the efficient operation of the People and Culture Section.

Reports to: Principal People and Culture Consultant

Special Conditions:

The employee:

- may be required to undertake some out of hours work.
- may be required to undertake some intra/interstate travel.
- may be required to work at any Legal Services office as required.
- will undergo periodic National Police Clearances and DHS Working with Children Checks.
- is required to comply with the standards outlined in the Code of Ethics for the South Australian Public Sector, relevant legislation, and Legal Services policies and procedures.
- is required to maintain strict confidentiality in accordance with Section 31A of the *Legal Services Commission Act 1977*.
- is required to participate in performance reviews and development programs.
- is required to attend mandatory in-house training and Mandatory Continuing Professional Development.

Key Responsibilities and Duties:

- Prepare and manage P&C documentation, ensuring accuracy, confidentiality, and proper filing.
- Manage the P&C mailbox and coordinate workflow by allocating enquiries and correspondence to team members.
- Maintain HR systems, data integrity, reporting, and organisational records, including databases and organisational charts.
- Prepare employment documentation and coordinate onboarding and induction activities for new employees.
- Support employee-related processes such as position description reviews, OT assessments, and providing HR advice and information.
- Coordinate recruitment processes, including approvals, advertising, panel coordination, candidate communication, and selection outcomes.

- Maintain recruitment records and systems, update position establishment lists, and respond to recruitment enquiries.
- Provide advice and support on workforce legislation, policies, and procedures to ensure consistent application across Legal Services.
- Support and deliver organisational development initiatives, including training programs and learning strategies.
- Contribute to HR projects and system improvements, while assisting broader P&C initiatives and workforce strategies.
- Communicate effectively with persons from a wide range of backgrounds including differing socio-economic and cultural backgrounds.
- Actively participate and contribute to responsible and safe work practices by complying with WHS legislation, policies and procedures.
- Embrace diversity and cultural differences in the workplace by displaying respectful behaviour in the workplace.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Educational/Vocational Qualifications:

- Not applicable

Personal Abilities/Aptitudes/Skills:

- Sound communication and interpersonal skills including demonstrated ability to work effectively in a team environment, foster sound working relationships with a range of staff and prepare clear and succinct correspondence.
- Demonstrated ability to be self-motivated, flexible, conscientious, reliable and enthusiastic and exercise confidence, sensitivity and discretion in handling confidential matters and difficult clients.
- Demonstrated ability in working effectively under general direction, exercising initiative and judgement where procedures are not clearly defined, prioritising workloads, working effectively under pressure and meeting deadlines.
- Ability to provide concise advice by assessing problems logically, thoroughly and reliably with due skill and diligence.
- Demonstrated ability to recognise and deal discreetly with confidential matters, demonstrate integrity and apply diplomatic skills to sensitive and high level personnel and management issues.
- Ability to be adaptable and flexible in a fast-paced changing environment.
- Demonstrated keyboard and computing proficiency including demonstrated ability to prepare timely and accurate documents using the Microsoft Office suite.

Experience:

- Experience in the provision of high quality administrative support services.
- Experience in collecting and maintaining data, records and preparing reports and other information that supports the work of other staff and the delivery of services.
- Experience in providing advice to employees and management on a range of general human resource matters, including interpreting and applying legislation and policy.

- Strong digital skills and competency in the use of Microsoft Office suite of products, the internet, email correspondence and electronic databases.

Knowledge:

- Knowledge of, administrative processes, systems and records management practices.
- An understanding of applicable legislative instruments and Commissioner’s Determinations.
- An understanding of Workplace Health and Safety and Equal Opportunity principles.

DESIRABLE REQUIREMENTS

- Completed, or in the final stages of completing tertiary qualifications in Human Resources, business management or other relevant field.

Position Description Approval

Approved by:

Signed by:

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Delegate

15 June 2026

Date