

## Position Description

<b>Organisation:</b>	Green Connect
<b>Vision:</b>	A connected community that values people and planet.
<b>Mission:</b>	Reduce waste, grow fair food and provide fair employment for young people and former refugees.
<b>Values:</b>	Earth care. People care. Fair share.
<b>Strategic objectives:</b>	<ol style="list-style-type: none"> <li>1. Reduce waste to landfill</li> <li>2. Grow and distribute fair food</li> <li>3. Create good jobs and employment pathways</li> <li>4. Engage and connect our community</li> <li>5. Be a sustainable business</li> </ol>
<b>Parent company:</b>	Green Connect is a social enterprise owned and managed by Community Resources Ltd, a national not-for-profit organisation.

<b>Position title:</b>	Staffing Solutions Coordinator
<b>Purpose:</b>	<p>To book staff in to Staffing Solutions engagements, ensuring excellent customer service and employee support.</p> <p>To undertake administrative activities that support Staffing Solutions.</p> <p>To create and improve systems and processes that enable Staffing Solutions to offer an efficient and effective service to both staff and customers.</p>
<b>Reports to:</b>	Staffing Solutions Manager
<b>Award level:</b>	SCHADS Award Level 2.1
<b>Hours:</b>	15 hours per week (increasing to 30 hours per week at times including covering periods of leave)
<b>Contract duration:</b>	6 months

<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Work with the Staffing Solutions Manager to provide employment to young people and former refugees in Staffing Solutions, including liaising with Staffing Solutions customers to confirm the role and any specific requirements for the job, and selecting the most appropriate staff for the Staffing Solutions work</li> <li>• Make systems improvements including documenting and automating processes (e.g. creating a tool that generates a quote, timesheet and terms and conditions for a customer quickly and easily) and suggesting new ways of doing things</li> <li>• Contact staff to offer work, ensuring they understand what is required, when they will work and the location</li> <li>• Keep up-to-date records including roster and employee files in HR database (currently Salesforce)</li> <li>• Ensure staff meet job requirements (e.g. wear appropriate PPE)</li> </ul>
--------------------------	---

	<ul style="list-style-type: none"> <li>• Seek feedback from Staffing Solutions customers about new staff and check in regularly about existing staff</li> <li>• Document and manage performance issues appropriately, either directly or by referring it on (e.g. to the Staffing Solutions Manager or the Engagement and Support Manager)</li> <li>• Document staff performance in preparation for annual interviews</li> <li>• Induct and brief staff for new sites or jobs</li> <li>• Organise Personal Protective Equipment (PPE) where required</li> <li>• Escalate issues in a timely manner, including proactively identifying potential issues and contributing to solving them</li> <li>• Identify and refer any support needs</li> <li>• Liaise with Staffing Solutions Manager to utilise Government incentives to provide sustainable employment</li> <li>• Collaborate with businesses to facilitate wrap around support and employment transitions</li> <li>• Keep rosters accurate and up to date</li> <li>• Communicate well and often with customers, staff and colleagues</li> <li>• Build and manage positive client, customer, partner and industry relationships</li> <li>• Represent Green Connect warmly and professionally</li> <li>• Work collaboratively with other Green Connect and Community Resources staff</li> </ul>
<p><b>Skills:</b></p>	<ul style="list-style-type: none"> <li>• Ability and commitment to value, respect and work with people from diverse backgrounds</li> <li>• Ability to act in accordance with the values, policies and procedures of Green Connect and Community Resources</li> <li>• Excellent IT skills including advanced skills in MS suite of applications</li> <li>• Excellent attention to detail</li> <li>• Excellent communication skills, including written and verbal, empathy and active listening, and ability to give clear instructions</li> <li>• High level of initiative, problem-solving skills, systems improvement and self-motivation</li> <li>• Highly organised with the ability to juggle multiple priorities</li> <li>• Experience in database use (Salesforce would be desirable)</li> <li>• Experience in human resources, social work or community development highly regarded</li> </ul>

Employee's name:	
Employee's signature:	
Date:	
Manager's name:	
Manager's signature:	