# Position Description

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<tr>
<th>Role Title</th>
<th>HR Coordinator</th>
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<tr>
<td>Reports to</td>
<td>Finance Director</td>
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## Accountabilities and Responsibilities

**Recruitment and Onboarding:**
- Conduct recruitment for all teams, providing support for managers with preparation of position descriptions, advertising, coordinating interviews, preparing interview guides, and evaluating candidates.
- Prepare contracts and associated employment documentation.
- Coordinate with IT support, payroll and other staff to ensure that equipment, facilities, IT and premises access are set up.
- Coordinate staff induction and onboarding training with relevant managers and other key staff.
- Support managers and new starters with probation period monitoring and review.

**Staff Engagement and Retention:**
- Support managers to conduct ongoing performance reviews and appraisals, as well as provide support with performance management as required.
- Support managers and staff by ensuring that the organisation’s EAP system and internal support mechanisms work effectively given the complex nature of the treatment we provide.
- Support senior management team to devise and deliver staff engagement events and activities, and recommend other ways to develop staff engagement, and to encourage behaviours that support the preferred organisational culture.

**External Stakeholder Management**
- Manage the Wandi Nerida volunteer program.
- Engage with universities and other NGO’s in relation to student placements and professional development opportunities.

**HR Administration:**
- Handle all HR administration including recruitment inquiries, working with children checks, clinical staff proof of registration, proofs of qualifications and other checks as required.
- Maintain and update all documentation and HR records associated with the employee lifecycle.
- Manage the employee exit/separation process, liaising with managers and employees to ensure all stages of the process are completed in a timely and effective manner.
- Proactively review and recommend updates to HR policies and procedures in line with employment legislation and best practice.
- Build up understanding of more complex areas including performance management, disciplinary procedures, workplace grievance procedures and investigations, conflict management and compliance breaches, with a view to providing support with these matters in the future.
- Support the Butterfly HR Manager with the development and implementation of new HR projects, policies and initiatives.
- Support management by providing reports as required.
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<th>Selection Criteria</th>
<th>Essential</th>
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<td>- At least four years’ experience in a HR generalist role or other highly relevant role in a similar environment.</td>
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<td>- Experience in the Health Sector (public or private hospital).</td>
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<td>- Knowledge of employment standards and fair work legislation.</td>
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<td>- Experience in interpreting and implementing written HR policies and procedures.</td>
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<td>- Demonstrated ability to be thorough, methodical and accurate, outstanding organisational skills and ability to work in a highly dynamic environment with competing priorities.</td>
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<td>- Experience administering an HRIS or other HR database.</td>
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<td>- Intermediate skills with MS-Office suite including good practical understanding and demonstrated ability with Word, Excel and PowerPoint functionality.</td>
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<td>- Well-developed communication and interpersonal skills including the ability to work and communicate effectively with stakeholders at all levels of the organisation.</td>
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<td>- Demonstrated ability to maintain confidentiality and adhere to high professional standards.</td>
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<td>- Ability to work autonomously and self-motivate.</td>
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<td>- Empathy and understanding of lived experience with Eating Disorders.</td>
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<td>- Willingness to participate in a therapeutic community.</td>
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<td>- Adaptable and flexible approach to work, particularly when circumstances result in a change in routine.</td>
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<td>- Ability to eat in a healthy, relaxed, flexible manner in the company of others, and to model an appropriate relationship with food.</td>
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<td>- Willingness to walk the talk of our therapeutic approach.</td>
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<th>Desirable</th>
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<td>- An HR qualification and membership of the Australian HR Institute.</td>
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<th>Other Requirements</th>
<th>Vaccine Preventable Diseases (VPD) Requirements</th>
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<td>It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:</td>
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<td></td>
<td>- Measles</td>
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<td></td>
<td>- Mumps</td>
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<td></td>
<td>- Rubella</td>
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<td></td>
<td>- Varicella (chicken pox)</td>
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<td></td>
<td>- Pertussis (whooping cough)</td>
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<td></td>
<td>- Hepatitis B</td>
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<td></td>
<td>- Seasonal Flu</td>
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<td>- COVID-19</td>
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We encourage applications from people with lived experience of eating disorders, and family members/carers of people with eating disorders. It is a requirement of all roles, that those who have experienced an eating disorder consider themselves to have been recovered for at least two years.

At all times:
- Relevant to the position, participate in the ongoing education, implementation, monitoring and evaluation of safety and quality initiatives relevant to The National Safety and Quality Health Services Standards and quality improvement programs
- Conduct yourself in a professional manner.
- Have exceptional interpersonal relationship skills and a positive attitude
- Strive to act in accordance with the vision, mission and objectives of Wandi Nerida
- Follow Wandi Nerida’s policies and procedures.
• Follow/participate in occupational health and safety measures.
• Act considerately around the workplace and have regard for the well-being of fellow staff, volunteers and our service users.
• It is a requirement of all positions at Wandi Nerida that the person has a Working With Children Check clearance (pass) and Police check and complete required vaccination status to work in a Queensland Health Service.
• All staff should be aware of and actively uphold the Wandi Nerida values.
• We practice truth without judgement, fostering social connection.

WANDI NERIDA

Overview
Wandi Nerida is the trading name for Butterfly Residential Care Pty Ltd and is limited by shares. It is a not for profit company 100 percent owned by the Butterfly Foundation, Australia’s leading national charity for eating disorders and body image issues.

Wandi Nerida is situated on a beautiful, serene 2.5-acre block in the Mooloolah Valley on the Sunshine Coast and will make a significant contribution to improving treatment options for Australians with eating disorders. It will be a licensed private mental health facility that provides a unique service within the eating disorder care continuum and accepts referrals from all states and territories in Australia. Within the ecosystem of eating disorder services, Wandi Nerida will fill the gap between hospital admission and outpatient care to provide an opportunity for a more intensive psychological recovery and more seamless integration of services.

This purpose-built, multidisciplinary staffed facility will provide a healing space where people living with eating disorders can work, over time, towards healthy minds and bodies. The B-FREEDT model is recovery orientated integrating lived experience as a key feature of our staffing model. In addition, to Wandi Nerida providing a safe, innovative environment for those most in need of psychological and physical care, it will be an important pilot project for future Australian models and facilities. The care we deliver will allow us to gather the evidence we need to make the case for the provision of high-level residential care and support across multiple sites around Australia.

Meaning Behind Wandi Nerida
We are thankful for the involvement of local elders who came to our property and offered insight into the traditional culture and stories of the region. In doing so, they gifted us with the name Wandi Nerida which means to “gather together to blossom”.

The meaning behind this name comes from a small insect that was very unhappy within itself. All it wanted to do, was break free and live a life worth living.

It knew, that if it stayed the way it was, then one day someone would come along and squish it into the ground and it would be nothing but a worthless downtrodden squashed bug.

So in all its wisdom, it isolated itself in a core, drawing strength from itself to become a new creation so it could fly off and explore the many different levels in life.

Reasoning behind, why there’s so many beautiful butterflies in the world today, flying around exploring the many new heights in life.

Vision
Intervention is early in illness and episode, treatment is effective, affordable and accessible and treatment is sustained.

Mission
Change the experience of eating disorders: Saves lives, minimise incidence and impacts, improve quality of life and make recovery a reality.

WANDI NERIDA.ORG.AU
### Values

Wandi Nerida values are at the core of everything we do and support our model of care. All participants, staff and families are expected to support our values being translate into practice.

1. **Integrity:** we are honest, open, ethical and fair and we. **Innovate:** in everything we do we challenge our ideas of what’s possible
2. **Connect with Compassion:** we show up as real, vulnerable transparent human beings who speak from the heart, value other’s contributions, and invest in each other’s growth.
3. **Accountable:** We welcome honest conversations that challenge when necessary and don’t make assumptions- we ask and answer questions and rely on each other to make solutions.
4. **Respect:** The trust and respect we have for each other infuses passion into everything we do
5. **Encourage with Equality:** We believe that greatness comes from unlocking each other’s potential and valuing our differences

### Objectives

- Advocate excellence and consistency in the culture of care and support for people with eating disorders and encourage a better understanding of the complexities of eating disorders and the need for a compassionate, flexible and holistic response.
- To operationalise Australia’s first Residential Eating Disorder Facility and provide effective affordable, accessible care.
- To provide an efficient model of care and sustainable financial model for viability and the foundation and development of other facilities in Australia
- To ensure there is clinical and economic evaluation of the B-FREEDT model to support evidence-based practice and research for carers and families effected by eating disorders
- Increase access for all people with lived experience of an eating disorder and carers in Australia to effective treatment and support.
- Ensure that everyone in the Wandi Nerida team feels recognised for their skills and experience, is fully engaged and supported in making their contributions and that the organisation is providing opportunities for professional growth and development.
- To ensure Wandi Nerida is well integrated into both the National and State Systems of care to provide sustained recovery for those effected by an eating disorder.

Wandi Nerida acknowledges Aboriginal and Torres Strait Islander people as Australia’s first people and traditional custodians.

Wandi Nerida is committed to embracing diversity and welcomes all people irrespective of body shape and size, ethnicity, faith, age, sexual orientation and gender identity. More information about our commitment to reconciliation, diversity and inclusion is available here: [https://butterfly.org.au/who-we-are/reconciliation-inclusion/](https://butterfly.org.au/who-we-are/reconciliation-inclusion/)