
Position Description

Vacancy Title: **HR Coordinator**

Location:

Reports To: **None**

Objective

The HR Coordinator is responsible for coordinating and supporting the delivery of human resource management services across the Pacific Disability Forum to ensure an effective, compliant, and inclusive workforce. The role contributes to the achievement of organisational goals by overseeing recruitment and onboarding processes, administering the Performance Management System (PMS) Framework, maintaining employment records and compliance requirements, supporting workforce planning activities, and coordinating staff wellbeing and inclusion initiatives. Working closely with managers and employees across the organisation, the HR Coordinator ensures that people management practices are implemented consistently, records are maintained accurately, and workforce information is available to support informed decision-making. The role also promotes a positive employee experience by supporting professional development, employee wellbeing, accessibility, and inclusion in line with PDF's commitment to disability rights, safeguarding, and organisational excellence.

Outcomes

Organisational Stakeholders

1. Coordinate Recruitment, Onboarding and Employment Records

Recruitment and onboarding activities are coordinated effectively, enabling positions to be filled in a timely manner and new employees to be successfully integrated into the organisation. Employment documentation and personnel records are maintained accurately, securely, and in compliance with organisational requirements.

- Recruitment processes are coordinated in accordance with approved policies and procedures.
- Vacancy, selection, onboarding, and employment documentation is completed and maintained accurately.
- Employee records are updated and stored securely within approved systems.
- Recruitment and onboarding milestones are tracked and reported.
- Documentation and evidence are maintained against agreed annual workplans and PMS Framework measures.
- Exceptions, risks, and compliance concerns are identified and escalated appropriately.

2. Administer PMS Framework Cycles and Development Plans

Performance management activities are coordinated and administered effectively, ensuring employee performance reviews, development planning, and organisational performance requirements are completed within agreed timeframes.

- PMS Framework timelines and processes are coordinated and communicated to relevant stakeholders.
- Performance review documentation is collected, maintained, and monitored.
- Development plans are documented and progress is tracked.
- Performance records and reports are maintained accurately.
- Evidence of completion against annual workplans and PMS Framework measures is maintained.
- Outstanding actions and compliance issues are monitored and escalated where required.

3. Maintain HR Policies and Employment Compliance Records

Human resource policies, employment records, and compliance documentation are maintained, reviewed, and monitored to support organisational accountability, regulatory compliance, and good governance practices.

- HR policies and associated procedures are reviewed and updated as directed.
- Employment compliance records are maintained accurately and securely.
- Legislative, contractual, and organisational requirements are monitored and documented.
- Compliance registers and supporting documentation are maintained and available for audit purposes.
- Policy implementation and compliance activities are recorded and reported.
- Risks, non-compliance matters, and corrective actions are documented and escalated appropriately.

4. Support Workforce Planning and Succession Processes

Workforce planning and succession management activities are supported through the provision of accurate workforce information, enabling organisational capability requirements and future staffing needs to be identified and addressed.

- Workforce planning data and information are collected, maintained, and analysed.
- Staffing profiles, workforce trends, and organisational capability information are documented.
- Succession planning activities and talent development records are maintained.
- Workforce reports are prepared and submitted within agreed timeframes.
- Progress against workforce planning initiatives is documented and monitored.
- Workforce risks and resourcing gaps are identified and escalated appropriately.

5. Coordinate Staff Wellbeing and Inclusion Measures

Employee wellbeing, accessibility, and inclusion initiatives are coordinated and supported, contributing to a safe, respectful, and inclusive workplace environment that reflects PDF's values and commitment to disability inclusion.

- Wellbeing, accessibility, and inclusion activities are coordinated and implemented.
- Staff participation and engagement information is collected and monitored.
- Relevant resources, communications, and awareness initiatives are maintained and distributed.
- Feedback and workforce wellbeing information are collected and reported.
- Records relating to wellbeing and inclusion initiatives are maintained.
- Progress against agreed wellbeing and inclusion objectives is documented and reported.
- Issues impacting employee wellbeing, accessibility, or inclusion are identified and escalated appropriately.

6. Prepare HR Management Reports and Workforce Metrics

Accurate and timely workforce information is compiled and reported to support organisational planning, decision-making, compliance monitoring, and performance reporting.

- HR reports and workforce metrics are prepared within agreed reporting timeframes.
- Workforce data is collected, validated, and maintained accurately.
- Human resource trends, risks, and organisational workforce information are analysed and reported.
- Reporting documentation is maintained in accordance with organisational requirements.
- Evidence supporting workforce performance and organisational objectives is documented.
- Reporting risks, discrepancies, and data quality issues are identified and escalated appropriately.

Responsibilities - Key Competencies

Competence	Description
Business	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Negotiation	Reach agreement through discussion and compromise.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Human Resources, Business Studies/ Administration or Management	

Work Knowledge and Experience

Relevant qualification or equivalent demonstrated experience in finance & corporate services and the technical requirements of the role.

Demonstrated experience planning, delivering and reporting work with multiple stakeholders.

Understanding of the CRPD, disability rights, accessibility, safeguarding and Pacific regional context.

Strong written reporting, digital literacy, information management and professional judgement.
For supervisory or specialist roles, demonstrated technical leadership and management of delivery risks.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Senior Manager Finance & Corporate Services; colleagues across all three strategic priorities; CEO and Board through approved channels	
External		
	PDF member OPDs, regional partners, governments, donors, consultants and service providers as relevant to the role.	

Attributes

Behavioural Styles

- Detail oriented Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Punctuality Completes a required task or fulfills an obligation before or at a previously designated time
- Reliable Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
- Resilient Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

- Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
- Team Oriented Enjoys being with others as part of a group or team.

Thinking Styles

- Flexible / Adaptable Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions
- Holistic thinker Considers issues/situations as a whole rather than analysing or dissecting the parts.
- Well organised Controls tasks in a well thought out and critical manner.

How To Apply

Contact for Enquiries

Contact Name: Elizabeth Cama

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Further Contact Information: --

Closing Date: 08 Nov 2026