

Position Title:	Human Resources Coordinator
Department / Function:	People and Performance
Reports to:	Manager People and Performance

About St John Ambulance South Australia

St John SA's vision is to create a safe, supported, engaged and resilient South Australian community

Our mission is to ensure the wellbeing of all South Australians is improved through St John SA's delivery of innovative, client centred, and evidence-based health, community and educational products and services. All of our work is underpinned by a professional network of volunteers and staff.

Our work in local communities encompasses health services, social connection programs, youth programs, first aid training and product sales, and supporting people during times of disaster – including bushfires and floods.

St John SA acknowledges and pays respect to Australia's Aboriginal and Torres Strait Islander Peoples, the traditional custodians of the lands, waterways and skies across Australia.

Position Summary and Requirements

The Human Resources Coordinator will support the goals of the People and Performance team by coordinating and supporting human resources activities. This will include recruitment, HR advice and administration and HR projects.

The role will provide advice to staff and managers in relation to St John HR policies, employment conditions and workforce management. The role will be responsible for coordinating recruitment activities across St John, assisting managers with best practice recruitment and ensuring staff receive an effective onboarding and induction experience.

The position will manage and maintain the human resource management system and liaise with payroll to ensure staff are paid correctly.

As part of a small and collaborative People team, the role contributes to achieving the organisation's strategic workforce and culture objectives.

Duties include but are not limited to:

People & Performance Support

- Provide HR advice on policies, employment conditions, awards, and workplace matters.
- Support performance management, investigations, industrial relations, and complex employee matters.
- Contribute to HR policies, projects, workforce planning, organisational development, and employee engagement initiatives.
- Coordinate employee surveys and provide insights and reporting.

HR Administration

- Maintain HR systems, employee records, and the People & Performance SharePoint site.
- Prepare workforce reports, coordinate employee exits, and drive process improvements.

Recruitment & Onboarding

- Coordinate end-to-end recruitment, screening, and onboarding activities.
- Support managers with best-practice recruitment, selection, and induction processes.

Workplace Health, Safety & Wellbeing

- Support WHS compliance, workplace safety initiatives, and organisational wellbeing activities.

Knowledge, Experience and Capabilities

- Demonstrated experience coordinating recruitment and selection processes.
- Sound working knowledge of HR legislation, policies, and best-practice HR principles.
- Understanding of modern awards and providing advice on employment conditions.
- Excellent written, verbal, and interpersonal communication skills with strong attention to detail.
- Proven ability to build effective working relationships with a diverse range of stakeholders.
- Strong organisational skills and the ability to manage competing priorities in a busy environment.
- A high level of confidentiality, professionalism, tact, and discretion.
- Qualifications in Human Resources Management or a related discipline (desirable).
- Current Provide First Aid qualification or willingness to obtain.

Essential Requirements

- Some out of hour's work may be required.
- Some intra and interstate travel may be required.
- It is a requirement that this position undertake and hold a National Police Certificate and a current Working with Children Check both of which are acceptable to St John SA prior to the commencement of employment. Continued employment is subject to the maintenance of satisfactory checks.

How to Apply

Submit your application [HERE](#) with your CV and cover letter expressing why you are suited to the position. Due to the large number of applications, please refrain from making phone enquiries regarding this opportunity. St John SA does not accept calls from recruitment agencies. St John SA care about keeping children and young people safe.

St John SA values diversity in the workplace and is an equal opportunity employer. Employment is dependent upon a Criminal History check that St John finds satisfactory, a valid and current Working with Children Check and the evidence of the right to work in Australia.