

Position Description	
Position Title:	Recruitment and Compliance Coordinator
Position Type:	Full-Time, Permanent
Position Level:	Dependent upon Skills and experience
Location:	Darwin, Northern Territory
Direct Reports:	Nil
Responsible to:	
Requirements:	<ul style="list-style-type: none"> • Ability to maintain a current Northern Territory working with children check (Ochre Card). • A satisfactory national criminal history check.

About Relationships Australia NT

Relationships Australia NT (RA-NT) is a community-based, not-for-profit, non-government organisation providing a broad range of services, for all members of the community regardless of religion, belief, age, gender, sexual orientation, lifestyle choice, cultural background, or economic circumstances.

Purpose

We empower individuals, families, and communities to grow through a rich culture of belonging, connection, and respectful relationships.

Values

Fostering an organisational culture that embodies the following values is at the heart of how we operate at RA-NT

Value:	This means:
Listen with compassion	We care deeply for each other and our clients. We are committed to listening with curiosity and empathy, and to providing a space for people to feel safe and supported.
Work together with respect	Relationships and the way we connect with each other are our lifeblood and are core to building each other up and working towards growth and healing.
Celebrate difference and promote fairness	We embrace diversity and prioritise inclusion, equity, and self-determination. We are strong in our commitment to social justice across ages, gender, cultural, and financial differences.
Strive for quality and trust	We value honesty and truth, and we do what we say we will do with a commitment to quality and professionalism. We are always learning about our clients, ourselves, and best practice, to deliver the best services and programs that we can.

Position Statement

The Recruitment and Compliance Coordinator provides administrative and coordination support across recruitment, onboarding, and the employee lifecycle process. The role focuses on ensuring accurate documentation, timely processing, and compliance with organisational requirements.

Working closely with managers, the position supports recruitment activities, coordinates onboarding and induction processes, and ensures all compliance obligations are met for new and existing employees. The role contributes to a positive employee experience by supporting smooth transitions into and out of the organisation.

The position maintains HR documentation, supports internal HR initiatives, and assists in delivering consistent and efficient people processes aligned with organisational policies and procedures.

Key accountabilities and deliverables

Recruitment and onboarding

- Coordinate recruitment processes, including advertising, scheduling, and communication with candidates.
- Assist managers throughout the recruitment process, providing administrative and coordination support, and facilitating and attending to candidate shortlisting and interviewing.
- Prepare employment contracts and related documentation.
- Coordinate pre-employment and compliance checks.
- Support the onboarding process to ensure a smooth and consistent experience for new employees.
- Coordinate employee inductions and track completion of all induction and new starter requirements.
- Facilitate new employee introductions to RA-NT, such as coordinating the first day 'welcome.'

HR administration and compliance

- Maintain accurate employee records, documentation and HR systems and processes.
- Ensure all compliance requirements are completed and recorded (e.g., checks, and certifications).
- Monitor and track completion of mandatory compliance training.
- Audit and set reminders for mandatory certification checks and expirations.
- Format and maintain position descriptions and HR templates.
- Support the upkeep and maintenance of policies and procedures by tracking review dates, maintaining version control, and ensuring documents are accurately stored and accessible.
- Provide administrative support for Work Health and Safety (WHS) processes and compliance activities as required.

Offboarding

- Coordinate employee offboarding processes, ensuring all required steps are completed.
- Manage the exit interview process, including documentation.
- Ensure accurate record keeping and system updates following employee departures.

Employee experience and engagement

- Coordinate and support internal performance review processes (5 x 3 framework), including tracking completion and maintaining records.
- Support coordination of internal HR initiatives and events.

General support

- Support the consistent application and continuous improvement of HR processes and practices.
- Work closely with the Finance and Corporate Services team.
- Undertake other duties as directed.

Qualifications and Experience

Essential

- Demonstrated experience in an administrative or coordination role, ideally within a Human Resources, Recruitment and Compliance, or similar capacity.
- Working knowledge of HR processes across the employee lifecycle, including recruitment, onboarding, and employee records management.
- Competency in Microsoft Office and the ability to learn and work with HR systems and databases.
- High attention to detail, with the ability to manage and maintain accurate records and ensure compliance requirements are met.
- Strong organisational skills with the ability to manage multiple tasks, prioritise effectively, and meet deadlines.
- Proven ability to coordinate processes and follow through on tasks with minimal supervision.
- Well-developed communication and interpersonal skills, with the ability to liaise effectively with managers, and staff.
- Proven strong commitment to confidentiality and the appropriate handling of sensitive information.
- Demonstrated ability to use initiative, identify process gaps, and contribute to improvements in administrative systems and workflows.
- A flexible and proactive approach, with a willingness to support a range of HR and organisational activities as required.

Desirable

- A basic working knowledge of relevant employment legislation and requirements, such as Modern Award interpretation.
- Exposure to or understanding of Not-for-Profit organisations.

Requirements

- A satisfactory Northern Territory working with children check.

- A satisfactory national criminal history check.
- A commitment to our Safeguarding Children Practice and Behaviour Guidelines.
- Current NT Driver's License.

Relationships Australia NT is accredited as a Safeguarding Children organisation with the Australian Childhood Foundation. Therefore, all staff working at RA-NT are required to complete training regarding Safeguarding Children and mandatory reporting upon induction at RA-NT. Staff need to commit to the RA-NT Code of Conduct and all Safeguarding Children related policies.

Please note that Position Descriptions are under regular review and may be changed by the Chief Executive Officer, after consultation, at any time.

Acknowledgement

I have read, understood, and accept the position as documented in this position description.

Employee Name (Please Print):

Signature:

Date: