

Position description – People and Culture Coordinator

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Job details

Position number:	8049	ANZSCO:	599411
Classification:	Level 4	Business Unit:	Corporate Services
Leadership Context:	Personal Leadership	Report to:	People and Culture Consultant
Date updated:	14 April 2026	Direct Reports:	Nil

About the role

As an organisation, we incorporate our values into everything we do and support a diverse and inclusive work environment. We recognise that unique perspectives, ideas, and contributions help strengthen and build our team, which ultimately benefits our members.

The People and Culture Coordinator provides high-quality coordination and administrative support across a broad range of People and Culture initiatives, including recruitment and selection, learning and development, workforce diversity and inclusion, and health, safety and wellbeing. You'll be hands-on, organised, and proactive, helping to keep our People and Culture operations running smoothly while contributing to initiatives aligned with GESB's strategic objectives.

Working closely with internal stakeholders and external providers, you'll maintain accurate records and systems, support seamless onboarding and offboarding experiences, and help create a positive, engaging, and compliant workplace for our people.

Reporting to the People and Culture Consultant, you will be an integral member of the People and Culture team within GESB's Corporate Services business unit.

This business unit is responsible for a range of corporate support and governance functions that are aimed at enabling GESB to operate effectively and sustainably.

Responsibilities

The People and Culture Coordinator:

Leadership

- Assists in delivering initiatives aligned with GESB's strategic objectives
- Supports the delivery of People and Culture events and initiatives that enhance employee engagement and culture
- Works collaboratively across the People and Culture team to deliver seamless service

Management and support

- Supports the end-to-end recruitment process, including job advertising and postings, candidate screening, interview coordination, pre-employment checks, employment contract preparation, and liaison with hiring managers.
- Assists with onboarding and offboarding activities, ensuring inductions, compliance requirements, and employee documentation are completed accurately and on time.
- Assists with administering learning and development initiatives, including scheduling development activities, managing registration and attendance, processing external training and professional membership requests
- Provides administrative and coordination support across the People and Culture team, including preparing reports and correspondence, coordinating meetings, and managing meeting materials (papers, agendas and minutes), as well as providing administrative support for quarterly meetings and governance committees such as Health and Safety and Joint Consultative.
- Maintains and updates human resource information system (HRIS) and safety systems, ensuring records are accurate, confidential, and compliant with legislation
- Coordinates key health and safety roles, including floor wardens, first aid officers, and health and safety representatives
- Coordinates health and wellbeing initiatives such as health and safety training, flu shots, ergonomic assessments, skin checks, and health checks
- Provides support for additional tasks as required to meet team priorities and workload demands

Communication and stakeholder Liaison

- Collaborates with internal teams and external providers
- Manages the People and Culture mailbox and team calendar

Other accountabilities

- Maintains an understanding of contemporary issues and knowledge of relevant legislation, standards and best practice relevant to the role
- Promotes and models behaviour consistent with GESB's values, Code of Conduct and the WA Public Sector Code of Ethics
- Operates within GESB's Governance Framework, relevant policies and procedures, and other legislative requirements in accordance with the role
- Performs other duties as required that support GESB's operations and strategic objectives

Leadership expectations

At GESB, we believe all our people are leaders and displaying leadership behaviours in the context of your role helps us achieve our purpose, vision and mission, while building a positive and supportive workplace.

[Leadership Expectations](#) provide a clear explanation of the expected leadership behaviours for all employees.

The leadership expectation for this role is [Personal Leadership](#).

Leaders in this context make a direct and immediate difference to GESB. They work within a defined area of responsibility, and with personal accountability, to deliver results that support their team and the organisation to deliver our strategic objectives.

Work related requirements

- Experience supporting recruitment, onboarding, offboarding, and compliance processes
- Strong planning, prioritisation and time-management skills with the proven ability to multitask and solve problems in a fast-paced environment
- Excellent written and verbal communication and interpersonal skills, with the ability to work autonomously and collaboratively, build positive relationships at all levels, and maintain confidentiality

- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and experience using HRIS/databases, with high attention to detail, data accuracy and the ability to quickly learn new systems
- Adaptable, flexible and proactive mindset with a positive, can-do attitude
- Experience or knowledge of public sector recruitment practices and employment standards is highly regarded
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Special requirements

To be eligible for appointment to the **Western Australian public sector**, successful applicants must provide documentary evidence of their:

- **Date of birth**
- **Work eligibility in Australia:** Certificate of Australian citizenship, evidence of permanent resident status, an entitlement to live and work indefinitely in Australia (applies to permanent appointments) or temporary visa with entitlement to work (applies to fixed term appointments)
- **National Police Clearance:** successful applicants will be required to undergo a National Police Clearance at GESB's expense
- **Essential qualifications:** as specified in the position description

Acknowledgement of Country

GESB acknowledges the Traditional Owners of the land on which we stand. We pay our respects to Elders past and present. Through the waters we wade, the air we breathe, the lands on which we live and travel, we honour the presence of these ancestors. It's because of their strength and resilience that we continue to stay strong and connected to their culture.

Today, we walk proudly in the footsteps of those who came before us — the Whadjuk people of the Noongar Nation — and extend our respect to all Aboriginal and Torres Strait Islander peoples whose lands we travel across. When travelling, we acknowledge the Traditional Owners of the land we are on.