



## Human Resources Coordinator

*The Federation of WA Police and Community Youth Centres (PCYC) is a not for profit organisation providing direction and opportunities to Western Australia's youth. PCYC engages youths in recreational and educational activities throughout the state, with the Head Office currently located in Cannington.*

Through a period of growth and restructuring, PCYC is seeking a driven Human Resources Coordinator (generalist) to manage the organisation's HR functions.

In this position you will assume responsibility for the centralised HR components of PCYC's regional and metropolitan youth centres. You will be the first point of contact for IR (Modern Award) enquiries, and will provide timely and accurate advice to management, staff and volunteers. As PCYC's staffing base expands you will lead the end-to-end recruitment of managers and oversee bulk recruitment processes. You will identify policies and procedures requiring drafting or review, and lead HR projects in line with PCYC's strategic plan.

Your experience as an HR generalist will see you support PCYC management teams in a cross section of duties. You will utilise your strong communication skills to lead and influence necessary changes within the organisation, while ensuring PCYC's business practices remain compliant with HR legislation. This position will draw on your attention to detail and record keeping skills, ensuring the administration components of the department remain efficient.

To express your interest in contributing to an organisation with worthwhile and measurable outcomes contact Human Resources on 9356 0514, or email your resume and cover letter to [recruitment@wapcyc.com.au](mailto:recruitment@wapcyc.com.au).

*Further information on this role, including a position description and selection criteria, is available on the PCYC website.*

[www.wapcyc.com.au](http://www.wapcyc.com.au)