

Scheduling Officer

Full Time- 35 hours a week
\$74-80k per annum
+ super and salary packaging

- Lots of flexibility, employee benefits and above award wages
- Attractive salary packaging with tax benefits available
- Expedited recruitment process
- Highly flexible work from home arrangements

About the Role

Due to increased demand for our services and changes coming to the SCHADS Award we are currently operating under, there is a need within the organisation to have a dedicated rostering person. This position is focused on working closely with our five local teams (Randwick, Woollahra, Sydney/Inner West, Maroubra & Vaucluse). We are a values driven organisation seeking a motivated and challenge-driven rostering officer/assistant to work closely with our Local Teams to provide support overseeing the schedule of #50 support workers (and growing) to maximise efficiency for our staff, participants and the organisation.

It is a challenging and busy role that will see you communicating with a wide range of staff across the organisation.

Core Duties

- Provide support with scheduling services to all of Holdsworth's Local Teams, as well as our NDIS & Group Outings where required.
- Publication of rosters in accordance with SCHADS Award requirements and timeframes.
- Efficiently manage and administer staff schedules. This will include ensuring shifts are set up with consideration to consistency, efficiency and fairness, in accordance with individual contracts and the SCHADS award.
- Communicate effectively with Support Workers, Local Teams and Participants regarding changes to services.
- Ensure that all staff are rostered to the maximum of their availability and to minimise broken shift allowances, whilst limiting travel time between shifts.
- Update employee availability on a monthly basis or as needed.
- Liaise with HR or Management for award interpretations.

About you:

Our ideal candidate will possess the following attributes

- Advanced problem solving capabilities, emotional intelligence and flexibility of approach, enabling you to resolve difficult situations to achieve positive outcomes.
- Outstanding communication and coordination skills.
- Demonstrated experience and/or qualifications in customer service, scheduling/rostering.
- Excellent organisational skills and ability to prioritise workloads and work effectively under pressure in response to deadlines, unexpected roster changes and/or staff absences.
- Demonstrated ability to effectively communicate with and relate to a diverse range of people.

Desirable criteria:

- Previous experience in rostering, preferably within the aged care/community services sector.
- Confident navigating rostering systems and software. Experience using MYP/Pocket Watch or AlayaCare will be an advantage.

About Us

Holdsworth is a not-for-profit organisation committed to support people to have an independent, active and fulfilling lives through in the community.

Holdsworth began in the 1960s as an out of school hours' program set up for children at the initiative of local parents. Overtime, Holdsworth's offering expanded in line with the community needs to support older people, carers, people living with a disability and young families.

There are currently over 100 staff members and over 50 volunteers at Holdsworth providing a range of services across the Eastern Suburbs, working in close collaboration with councils, health providers, other NGOs, schools and local businesses.

Visit www.holdsworth.org to access more details about Holdsworth and current services.

Incentives include:

- Diverse and inclusive organisation
- Flexible & friendly working environment
- Additional 3 days Leave
- Monthly Social Events
- EAP service
- Above award wage, Salary packaging and tax benefits available for living and entertainment expenses

Steps from here:

If this opportunity excites you, we would love to hear from you.

You can submit your resume & cover letter to simon.wise@holdsworth.org.au

For further information please contact Simon Wise, HR Officer on [0449 649 212](tel:0449649212) or email simon.wise@holdsworth.org.au