

POSITION DESCRIPTION

People & Culture Coordinator

ReadyTech (ASX:RDY) exists to help communities thrive, and ReadyTechers flourish on making that change happen.

They enjoy taking on challenges that matter to our customers, communities, and the world – and working to solve them with incredible technology that helps navigate complexity, while also delivering meaningful outcomes.

ReadyTechers are enterprising, and hungry to make a difference. But, more than ever, ReadyTechers are *ready for anything*.

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POSITION DESCRIPTION

Title	People & Culture Coordinator	Location	Sydney
Report to	Senior P&C Partner	Direct report(s)	NA

The purpose of this role

We are looking for an energetic and passionate people person to join our HR Team. In this role, you will be at the core of our HR function, supporting our HR leaders in their day-to-day tasks. You will support the whole employee lifecycle from beginning to end and contribute to our amazing culture through strategic people initiatives. You will gain valuable experience through reporting directly to our Senior People & Culture Partner.

The key accountabilities of the role

- Employee lifecycle activities (e.g. onboarding, exits, job changes) are completed accurately and documented in line with internal processes
- P&C tickets and requests are triaged, actioned, or escalated appropriately, ensuring consistent and timely service delivery against SLA/KPI performance metrics
- HR data and records across systems are reliable, consistently updated, and regularly reconciled
- Operational processes and workflows are continuously reviewed and refined to improve efficiency, enhance standardisation, and deliver a high-quality experience across the employee lifecycle

The key responsibilities of the role

HR Coordination & Support

- Manage HR requests and transactions across the employee lifecycle, including recruitment, onboarding, contractual changes, transfers, promotions and leavers



- Manage requests through HR systems, ticketing tools and shared inboxes, providing clear and practical guidance
- Act as a first point of contact for routine employee and manager queries, escalating more complex HR matters to the relevant team member
- Support the full employee lifecycle, from onboarding through to offboarding, ensuring a positive and consistent experience at every stage

HR Operations & Compliance

- Prepare contracts, letters and other employee documentation accurately and in line with company requirements
- Maintain accurate and up-to-date employee records
- Partner with Payroll to provide accurate information, meet deadlines and resolve employee data issues
- Complete data audits and validation checks to maintain strong data quality
- Assist with audits, compliance reviews, and policy update administration as required

Projects

- Contribute to strategic people initiatives and culture activities that bring our values to life
- Support HR projects, system testing and the rollout of new processes and ways of working
- Identify opportunities to simplify processes, reduce manual effort and improve the employee experience
- Support organisational change activities through scheduling, communications support, and stakeholder coordination

The key requirements of the role

Ideally, you will have:

- Demonstrated interest in HR Operations or People Services, with a desire to build a career in People & Culture
- Initiative - someone who looks for ways to improve the experience, and proactively solve problems



- Systems thinking with a strong interest in improving how things work and building processes that scale
 - Strong attention to detail and data accuracy
 - Well organised with strong time management skills and the ability to effectively prioritise competing demands
 - 1–2 years of experience in a People Operations or HR Administration role
 - Exposure to Australian employment legislation and compliance obligations
 - Familiarity with HR or People & Culture administration, such as onboarding, job changes, or maintaining employee records
 - Experience using HRIS or payroll systems and ticketing platforms
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