

Position Description

Position Title	People & Culture Officer
Position Reports to	Executive Manager People & Culture
Position Leads	NIL
Location	29 Learmonth St, Alfredton.
Employment Type	Fixed Term Contract until 22 December 2023.
Last Updated	May 2023

Why are we here?

Purpose: We partner with our customers to create their best life.

Our Vision: To fulfil the unmet support needs of our community and enrich lives every day.

How do we do this?



What is your purpose?

The People & Culture Officer provides administrative and recruitment support to the Employee Lifecycle. Key tasks include:

- Monitoring the People & Culture Email Inbox, triaging responses
- Administering offers of employment via onboarding portal and IT system setup and file maintenance in our Flowlogic System.
- Supporting recruitment processes including advertising roles, screening candidates and arranging interviews.
- Supporting People & Culture compliance activities including assisting with NDIS checks and coordinating first aid training.

A member of the P&C Team, the role also supports the delivery of our People Strategic Initiatives.

How do you achieve this? (Responsibilities)

Key Results Area	Accountabilities
Service Delivery	<ul style="list-style-type: none"> • Maintain electronic records related to all P&C functions including New Starters, Variations to Employment, Higher Duties, Extension to Contracts and Exits utilising our Flowlogic System • Administer user access to our BLINK communication tool and iLEARN elearning platform.

	<ul style="list-style-type: none"> • Support the P&C Team to respond to general employment and P&C Enquiries including on conditions and entitlements, escalating as appropriate • Take minutes at quarterly OHS Meeting to support OHS Advisor. • Confer with P&C Advisor to provide accurate and timely advice and support on P&C Policies and Procedures, escalating as appropriate. • Coordinate the facilitation of staff exit interviews through Culture Amp system. • General administrative assistance to support the delivery of P&C work outcomes as requested by the EM P&C.
Recruitment and Selection Support	<ul style="list-style-type: none"> • Support the administration of organisational recruitment by: <ul style="list-style-type: none"> - Reviewing and placing position advertisements as per the agreed recruitment strategy - Reviewing applications including undertaking candidate screening and supporting shortlisting for interview - Liaising with the Team Leaders/Managers and candidates to schedule interviews as appropriate - Undertaking referee checks as requested - As directed by P&C Administrator, administering offer emails and onboarding process via HR3 onboard system • Support applicants to complete background checks including NDIS checks as required. • Administer applicant database and storage of applications in alignment with processes. • Respond to unsuccessful and unsolicited applications as appropriate • Coordinate and follow up the return of all new starter documentation as requested, including all required background checks, updating electronic records and create personnel records. • Create Staff ID Cards and administer security access control system.
Leadership and Employee Experience	<ul style="list-style-type: none"> • Champion McCallum's Code of Conduct and Values, acting in accordance with our policies and procedures at all times. • Develop and maintain effective relationships with key stakeholders, with a focus on Team Leaders and frontline staff. • Develop, maintain and be a role model for, a culture among staff that is open to change and supports continuous quality improvement, safety, collaboration, respect, and accountability. • Be an active member of the People & Culture team, providing input and support into the implementation and achievement of our P&C strategy and outcomes.
Self-care and professional development	<ul style="list-style-type: none"> • Participate in fortnightly 1:1 meeting with the Executive Manager People & Culture • Ensure Annual Performance Goals and KPIs are set, with professional development plan implemented and monitored • Identify and seek appropriate resources to support your own health and wellbeing

	<ul style="list-style-type: none">• Participate in wider McCallum projects and initiatives as requested by the Executive Manager People & Culture or CEO.
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What do I need to be a success? (Attributes)

- Our customers are at the centre of everything that you do
- Quality, safety and risk management is paramount and will not be compromised
- You are consultative and collaborative and enjoy working in a supportive team
- You build and maintain relationships with your colleagues, customers and stakeholders.
- You achieve results. You are focused, work to a plan and deliver.
- You understand that change happens for a reason, and have the enthusiasm and drive to bring the organisation with you.
- You value accuracy and attention to detail

Key Selection Criteria

Successful appointment to a position will be subject to a pre-employment safety screening process which includes, but not limited to, the following checks:

- **National (and International if applicable) Police Check**
- **Right to Work in Australia**
- **If working unsupervised, NDIS Worker Screening Check.**
- **Current Drivers License.**

Essential

- Previous experience in administration/customer services, preferably within a P&C Team or Human Services organisation.
- Demonstrated understanding of the recruitment processes and an understanding of equitable and values based recruitment.
- Knowledge of the Fair Work Act and other employment related regulation and rules.
- Experience with system/database administration and the ability to analyse and make improvements to systems
- Ability to prioritise multiple tasks and complete work accurately and on time
- Discretion, sound judgement and a genuine interest in pursuing a career to the delivery of People Strategy
- Excellent administration skills, including in the use of MS Word, Excel and PowerPoint applications
- Effective interpersonal skills (both written and verbal)

Desirable

- Tertiary qualification in HR or a related discipline

Approval:

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

CEO Signature: _____ Date: _____