



POSITION DESCRIPTION

Position Details

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| Position Title: | Human Resources Coordinator |
| Reporting To: | Associate Director, People & Culture |
| Unit / Group: | Human Resources |
| Direct Reports: | None |
| Salary Classification: | Corporate Services, Level D2 |
| Location: | City Campus |
| Date: | September 2024 |

Position Summary

The Human Resources Coordinator is an integral member of the HR Team. The role provides support to the HR team in the design, delivery and continuous improvement of end-to-end HR services, programs, initiatives and projects.

The role has individual accountability for tasks that are essential for the smooth running of a number of HR functions and key communication channels such as the HR SharePoint site and HR record keeping including record management using TRIM, and secretariat committee support.

The role supports HR initiatives including recognition, benefits and inclusion and diversity. In addition to this, they are the go-to person for HSW (Health, Safety & Wellbeing), being involved with the HSW committee, managing First Aid and Floor Warden membership and also running the end-to-end health and wellbeing program.

The role also supports the other members of the HR team such as the HR Strategic Projects and Reporting Specialist, Senior Talent Acquisition Advisor and Business Partners with projects and initiatives.

Position Responsibilities and Accountabilities

Talent Acquisition

- Assist the Senior Talent Acquisition Adviser with recruitment activities as needed, including phone screening, reference checks, and arranging interviews.
- Support the Senior Talent Acquisition Adviser to deliver initiatives to enhance the company's recruitment and induction programs, employee experience and Employee Value Proposition (EVP). This includes the creation of induction packs and updating SharePoint resources.

Strategic Projects and Initiatives

- Support the Associate Director, People & Culture and HR Strategic Projects and Reporting Specialist to deliver projects and initiatives including but not limited to reward and recognition, enterprise bargaining, and Indigenous Reconciliation.

HR Records Management and SharePoint Pages

- Maintain employee records in TRIM in accordance with RMIT UP practice including uploading documents to TRIM such as position descriptions and employment related correspondence and documentation.



- Manage the HR SharePoint page in collaboration with the HR team ensuring content is current and easy to access.
- Conduct scheduled and ad hoc HR reporting as required by the Associate Director People and Culture and the HR Strategic Projects and Reporting Specialist, and other HR team as needed from time to time.

Cyclical Events, Surveys and Salary Increases

- Support the HR Strategic Projects and Reporting Specialist to administer cyclical events, surveys and salary increases.
- Carry out role classification for new or reclassified positions using the relevant methodology

Organisation Development

- Coordinate training and leadership development programs as required by the Associate Director, People and Culture and HR Business Partners.
- Conduct evaluations of programs to assess effectiveness against the HR Team and RMIT UP, strategy and goals.

Health, Safety & Wellbeing and WorkCover

- Coordinate training and maintain records for all employees in voluntary HSW and emergency roles (e.g., Health & Safety Representatives, First Aid Officers, and Floor Wardens) to ensure they are trained and certified as per legislative and RMIT requirements.
- Liaise with the Facilities Executive to arrange a schedule and suitable times for training and evacuation exercises for Floor Wardens.
- Update the relevant HR SharePoint sites and lists of First Aid and Floor Wardens.
- Consult with Health & Safety Representatives on HSW matters and attend HSW Committee meetings as HSW Committee Secretary.
- Assist the HR BPs with administration of WorkCover claims and return to work plans.
- Responsible for maintaining records and correspondence received from our WorkCover agent, Allianz ensuring reports are regularly maintained and stored appropriately.
- Promote the Peer Support program and assist with recruitment of new Peer Supporters.
- Promote Converges' EAP offerings and liaise with the accounts manager to analyse usage of the EAP in RMIT UP.
- Curate a monthly Health & Wellbeing Program based off needs highlighted in the engagement surveys and the Psychosocial Risk Management Plan. Deliver and coordinate end-to-end activities to engage staff in the program, ensuring that the activities are accessible and available for staff with conflicting schedules.

Recognition Program

- Promote the staff Recognition Program using materials created in collaboration with the Communications team. Update the site on the HR SharePoint and distribute physical materials in the office to encourage nominations and create a culture of recognition.
- Maintain three nomination forms, including taking on feedback to improve the user experience to nominate.
- Coordinate the monthly Recognition Program, including convening a committee of peers, collecting and presenting nominations, and arranging the distribution of gift cards to the recipients.
- Collect and pass on to Associate Director, People and Culture nominations for bi-yearly and annual awards.
- Arrange the announcement of recipients of awards (monthly, bi-yearly and annual) via the staff newsletter, and where appropriate in staff spaces and Townhalls.
- Work in conjunction with the HR Strategic Projects and Reporting Specialist to review length of service recognition lists and arrange certificates and gift cards to be provided to the recipients manager on a quarterly basis.

Benefits

- Refresh the benefits program for staff, utilising the resources and offerings available from RMIT University.
- Promote and provide resources for available benefits to staff via the staff newsletter, distribution of materials in staff spaces and ensuring the HR SharePoint is up to date.
- Evaluate the overall reception of benefits and assess the value of programs and explore more beneficial offerings in coordination with Associate Director, People & Culture.

Inclusion, Diversity, Equity & Access

- Work with Associate Director, People & Culture to review and ensure the IDEA framework is considered in all HR projects and initiatives and is widely embedded in RMIT UP.
- Liaise with stakeholders at the University to facilitate Indigenous Responsible Practice including opportunities for WIL and recruitment.
- Attend Ngulu Committee meetings as secretary and coordinate the maintenance of the RMIT UP Responsible Practice Roadmap.
- Coordinate Indigenous activities for staff as required.

Organisational Responsibilities and Accountabilities

- Act at all times in accordance with the RMIT Code of Conduct
- Work in accordance with RMIT UP's policies and procedures including following safe work practices for self and others
- Proactively work towards achieving individual and team goals, whilst demonstrating RMIT's values and behaviours
- Actively engage in and embrace professional development opportunities
- Undertake any reasonable tasks as directed
- RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>

Qualifications, Knowledge, Skills & Attributes

Essential

- A relevant tertiary qualification
- Experience in provision of generalist Human Resources support
- Outstanding organisational skills, with the ability to multi-task, deliver to deadline and perform under pressure, while maintaining a high attention to detail
- Excellent communication and interpersonal skills, including the ability to establish productive working relationships with a wide range of stakeholders
- Demonstrated commitment to continuous improvement and best practice principles
- Strong customer service focus, and the ability to work both independently and as part of a team
- Proven initiative and the flexibility to effectively handle new issues/situations
- Excellent computer skills, particularly in Microsoft Word, Excel, and PowerPoint
- The ability to exercise discretion in dealing with sensitive and confidential information

Desirable:

- Experience with Workday will be highly regarded
- Knowledge of relevant Australian employment, OH&S legislation and WorkCover
- Experience in recruitment and talent acquisition

Working at RMIT UP

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Our vision is to be a successful provider of education solutions supporting the lifelong development goals of clients worldwide.

Our Values - Passion | Impact | Inclusion | Integrity | Courage | Imagination

Acceptance of Position Description

This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

I have read, understood and accept the responsibilities and accountabilities as outlined in this position description.

Incumbent signature: _____

Incumbent name: _____

Date: _____