

POSITION DESCRIPTION

POSITION TITLE:	People and Culture Assistant
WORK LOCATION:	Carlton
CURRENT OCCUPANT:	New position
FRACTION:	Part-time
RESPONSIBLE TO:	People and Culture Coordinator

1. POSITION SUMMARY

The People and Culture Assistant is a new role within our small People and Culture team. You will provide an exceptional level of operation support to the People and Culture Coordinator and be responsible for the administration of a range of generalist functions including, but not limited to recruitment, HR systems, HR processes and activities.

This position is an opportunity for a new graduate or incumbent with an interest to transition into this field to develop knowledge, skills and experience in human resources.

2. KEY RESPONSIBILITIES

The incumbent will be responsible for providing operational support for:

- the coordination of the employee life cycle including:
 - administering employment contracts, variations and maintain all associated documentation within the employee lifecycle and employee files
 - Track and monitor completion of HR activities, such as; induction, probation, recruitment, employee changes and terminations.
 - Assist in writing and posting job advertisements and position descriptions for both staff and volunteer roles
 - employee file maintenance, both electronic and paper based;
 - contributing to the development, interpretation and implementation of ACO HR Policies and Procedures (and others where required) and co-ordinating their approval by management as appropriate;
 - assisting with co-ordinating any Workcover matters if/when necessary;
 - providing assistance to all employees on employment-related matters;
 - assisting with administering and coordinating the Performance Development Review process;
 - assisting with the completion of the Workplace Gender Equality Agency (WGEA) return and any other statutory submissions on HR matters; and
 - participating in sensitive and confidential matters including employee relations, and organizational changes, planning and protecting the security of information, data and files.
- building a strong relationship with the operational teams to understand and support their HR needs;
- liaising with teams across all locations to ensure to ensure compliance with company values, policies and expectations;
- answering company-wide employee questions regarding HR Policies & Procedures and referring to the HR Coordinator if needed;
- working closely with the Finance Section in relation to payroll matters;

- working closely with the HR Coordinator, OHS Secretary and Business Improvement and Risk Manager in relation to OHS matters;
- Other tasks within your skills and competence as required.

3. KEY SELECTION CRITERIA

The successful applicant is likely to have previous experience of HR type duties and will preferably be studying towards a formal HR qualification or wishes to commence these formal studies.

To be successful in this role, you:

- have high level communication & interpersonal skills - written and oral communication skills will demonstrate confidence to manage correspondence to a diverse range of stakeholders;
- are confident and energetic with a 'can do' approach;
- can work both collaboratively as a small team and as an autonomous focused achiever;
- have the skills and ability to prioritise, problem solve and take initiative;
- have intermediate to high proficiency using MS Office Suite (Word, Excel, Outlook);
- have demonstrated ability to maintain confidentiality and adhere to the highest ethical standards;
- are committed to a diversity and equality culture;
- have the ability to operate under pressure and stay calm;
- can deliver effective results, meet tight deadlines and targets with strong attention to detail;
- hold previous experience administering a HRIS, LMS, or other HR databases, favourable but not required.

4. ENVIRONMENTAL, HEALTH & SAFETY RESPONSIBILITIES

All ACO staff are responsible for observing and practicing safe work practices and procedures, including:

- taking reasonable care for the safety of self and others;
- ensuring that any hazardous conditions, near misses and injuries are reported immediately to a supervisor;
- seeking guidance for all new or modified work procedures;
- participating in meetings, training and other health and safety activities;
- wearing personal protective equipment as provided;
- using equipment in compliance with relevant guidelines, without wilful interference or misuse;
- adopting work practices that support OHS programs.

5. ORGANISATIONAL RELATIONSHIPS

Reports to:	People and Culture Coordinator
Supervises:	-
Internal Liaisons:	Chief Executive Officer Director of Finance and Corporate Services Director of Clinical Services Director of Education, Membership & Marketing Director National Vision Research Institute Senior Management Team All other managers All staff, including sessional, casual and honorary staff
External Liaisons:	Stakeholders HR Specialist Relevant legal advisors Workcover Insurer Others where relevant

OTHER RELEVANT INFORMATION

Employment Screening

The ACO employs staff who come into contact with children, elderly and vulnerable people. We are committed to protecting and not placing at unreasonable risk vulnerable people, members of the communities we serve and our employees.

Employment for all positions is conditional on a satisfactory National Police Check which specifies working with 'children/vulnerable groups'. Police checks must be renewed every three years.

International Police Checks are required from prospective employees who have worked overseas for 12 months or more in the last 10 years.

Working with Children Checks are required for some positions as determined by the ACO. Working with Children checks must be renewed every five years.

Pre-employment Medical Check

For specific positions where there are particular physical demands a pre-employment medical check with your Medical Practitioner would be required.

Privacy Notification

We collect this personal information for the purpose of processing and considering your application for employment and its use is consistent with requirements of the Information Privacy Act 2000. All unsuccessful applications are retained for six months then securely destroyed.

The Australian College of Optometry is an equal opportunity employer.

With clients from highly diverse cultural and social groups, we welcome applications from people with the widest possible diversity of background, culture and experience including indigenous Australians.