

POSITION DESCRIPTION

POSITION TITLE:	People and Culture Assistant
WORK LOCATION:	Carlton
FRACTION:	Part-time
FIXED-TERM:	6-month appointment
RESPONSIBLE TO:	Head of People and Culture

1. POSITION SUMMARY

The People and Culture team is looking for an enthusiastic People and Culture Assistant to join us on a 6-month contract with the potential to extend based on organisational needs. You will provide operational support to the People and Culture Lead and be responsible for the administration of a range of generalist functions including, but not limited to recruitment, employee life cycle, security checks and 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 including the following:

- Perform administrative duties including issuing employment contracts, variations, and maintaining all associated documentation;
- Assist in the recruitment process including approval processes, writing and posting both job advertisements and position descriptions, scheduling candidate interviews, and reference checking candidates;
- Facilitating employee screening checks for new employees and renewals as needed and maintain the associated database;
- Track and monitor completion of HR activities, such as; induction, probation, recruitment, employee changes and cessations;
- Employee file maintenance, both electronic and paper based;
- Entering and maintaining employee information across relevant databases;
- Assist with HR activities related to the ACO Reconciliation Action Plan and Gender Equality programs;
- Facilitating the creation and maintenance of photo ID cards;
- Assisting with co-ordinating any Workcover matters or return to work plans if/when necessary;
- Assisting with administering and coordinating the Performance Development Review process;

- 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 all service areas to understand and support their HR needs;
- Providing assistance to all employees for employment related matters, including answering company-wide employee questions regarding HR Policies & Procedures, referring to the People and Culture Lead as needed;
- 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;
- Liaising with teams across all locations to ensure to ensure compliance with ACO values, policies, and expectations;
- Working closely with the Finance Section in relation to payroll matters; and
- 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, Teams);
- 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; and
- Previous experience administering a Human Resources Information System (HRIS), Learning Management System (LMS), Applicant Tracking System (ATS), 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 willful interference or misuse; and
- adopting work practices that support OHS programs.

5. ORGANISATIONAL RELATIONSHIPS

Reports to:	People and Culture Lead
Supervises:	N/A
Internal Liaisons:	Head of People and Culture 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.

Diversity

The Australian College of Optometry is an Equal Opportunity Employer. We welcome applications from people with the widest possible diversity of background, culture and experience. The ACO encourages and welcomes the interest from Aboriginal and Torres Strait Islanders for roles within the organisation.