



# Australian Medical Council Limited

<b>Position number:</b>	PN143	<b>Last reviewed:</b>	August 2022
<b>Designation:</b>	HR Coordinator		
<b>Classification:</b>	Full-time/part-time	<b>Salary Band:</b>	AMC band 3/4. \$70,000-\$90,000.
<b>Business area:</b>	HR and Corporate Services		
<b>Reports to:</b>	Human Resources Manager		
<b>Key stakeholders:</b>	<b>Internal:</b> CEO; DCEO; HR Manager; Payroll Coordinator; Section Managers and Supervisors, Employees <b>External:</b> Recruitment Agencies, Consultancy support; Service providers		

## Organisational Purpose

The purpose of the Australian Medical Council Limited (AMC) is to ensure the standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.

## Business Area Purpose

The Human Resources (HR) team plays an integral part in the AMC's People and Culture strategic goals. HR operational functions include recruitment and selection, and the employee lifecycle of all AMC staff members, eg, training and development, performance development, workplace relations and employment policy.

## Position Purpose

The purpose of this position is to manage the end-to-end recruitment process and onboarding of new staff, and support the HR Manager in and providing guidance and support to AMC staff on HR activities and initiatives. The role provides generalist HR support to all employees and promotes the AMC's Aboriginal, Torres Strait Islander and Māori Strategy in all aspects of HR business processes and procedures.

## Position Responsibilities

Under the direction of the HR Manager, provide guidance and support on the full range of human resource activities and functions.

Take responsibility for AMC recruitment, liaising with managers to review position descriptions, agree recruitment strategies and support the managers and candidates through the process.

Manage HR administration.

## Position Key Result Areas (KRAs)

1. Employee Lifecycle

Manage the recruitment, onboarding and departure processes of all AMC staff.

2. HR Advice and Support

Provide support and advice to AMC line managers and staff on the performance development review process. Provide effective, timely and quality support to the management team on HR management and engagement processes, including staff recruitment, employment contracts, staff induction, probation and exit processes.

3. Stakeholder Management

Establish and maintain effective relationships with internal and external stakeholders.

4. Staff Engagement

Manage staff engagement activities, eg, rewards and recognition program, annual staff survey, HR newsletter.

5. Workplace Relations

Assist and advise line managers on workplace relations and keep up to date with changes in legislation.

6. Work Health and Safety/Staff Wellbeing

Coordinate Work Health and Safety (WHS) activities, eg, workstation assessments, first aid training. Liaise with the Facilities officer on warden training and office WHS requirements. Promote staff wellbeing activities, including EAP program.

7. Reporting

Provide reports on staffing statistics and other HR initiatives with reference to HR performance and IR compliance, risk and external factors that impact on organisational risk to senior management team.

8. Administration

Take responsibility for the efficient and confidential storage of HR documents. Prepare HR correspondence such as letters and contracts, and maintain the HR Intranet site

## Key Selection Criteria

### Experience/knowledge

- Tertiary qualification in HR, or experience as an HR generalist
- Have an understanding of cultural safety: an ongoing process of actively working to make services and systems safer and more equitable for Aboriginal and Torres Strait Islander peoples
- Excellent organisational skills with the capacity to work independently, prioritising tasks and managing time efficiently
- Excellent verbal and written communication skills
- Highly developed interpersonal skills
- Ability to work effectively in a team environment
- The ability to preserve confidentiality
- Excellent attention to detail and strong administrative skills

- Ability to interpret legislation, guidelines and policy and apply them consistently
- A commitment to the delivery of high quality service and to the process of continuous learning and development.

**Additional Requirements/Qualifications**

- Highly developed computer skills, including experience with Microsoft Office (particularly Word and Excel) and Outlook, and the ability to acquire skills and knowledge with custom databases.

**Cultural Safety Statement**

The AMC encourages Aboriginal and Torres Strait Islander and Māori Peoples to apply for all roles advertised.

To ensure we meet our strategic goal of *ensuring culturally safe practice to improve health outcomes*, the AMC understands that we require Aboriginal and Torres Strait Islander and Māori Peoples in our workforce.

The AMC is committed to a working environment that is inclusive and culturally safe for all. The AMC works closely with a number of Aboriginal and Torres Strait Islander and Māori stakeholders. It is a requirement that staff must ensure a working environment that is inclusive and culturally safe at all times.

All staff are required participate in ongoing cultural safety training.

**AMC Values**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Openness and Accountability</li> <li>• Cultural Safety and Cultural Competence</li> <li>• Collaboration</li> </ul> | <ul style="list-style-type: none"> <li>• Innovation</li> <li>• Striving for Excellence</li> <li>• Integrity</li> </ul> |
|---|--|