

Position Objective	Provides human resource support across the business as part of the People and Culture Team in relation to all HR related issues, activities and projects.
Reporting To	Director - People & Culture
Direct Reports	Nil

Montrose Values

Welcoming	<ul style="list-style-type: none"> We are part of a broad community that cares and respects the needs of others. We want you to feel at home at Montrose, whatever your background and whatever your challenges.
Empowering	<ul style="list-style-type: none"> We believe in making things possible, we dream big, and we enable the Montrose community to be happier, stronger and more confident.
Informed	<ul style="list-style-type: none"> We share our knowledge within our community. We go above and beyond to understand complexities and provide innovative solutions.
Invested	<ul style="list-style-type: none"> Your goals are our goals. We are committed to achieving outcomes. We are in this together and work as a team.

Skills, competencies, Qualification, Education and Experience

Essential	<ul style="list-style-type: none"> Tertiary qualification in Human Resources, Business, Management, Psychology, Leadership or other relevant field. Experience developing and or administering workforce planning processes. Experience in a generalist HR Coordinator level role, with some business partnering experience. Experience developing and running on-boarding/induction programs and other training programs. Sound experience in general administration. Excellent written and oral communication skills. Self-motivated and able to work autonomously. Current 'C' class driver's license. Computer literacy in Microsoft Office Suite with an excellent working knowledge of Excel. Be eligible to apply for a working with children check (blue card) and an exemption notice (yellow card) through The Department of Communities, Child Safety and Disability Services. Be an Australian or NZ Citizen or Permanent Resident, or have a relevant visa.
Desired	<ul style="list-style-type: none"> Experience with online learning, on-boarding and/or HRIS systems.

Key Relationships

Internal	Payroll & IR Manager, Payroll & Rostering Officer, Services Centre Managers, Clinical and Continuous Improvement Manager, Communications & Digital Experience Manager and all company staff.
External	Recruitment Agencies, Training Providers and other external parties.

Area of focus, Responsibilities and performance measures

Area of Focus	Responsibilities	Measure
Resourcing and workforce planning	<ul style="list-style-type: none"> • Implementation of the recruitment and induction strategy that fosters selection and retention of the highest quality people. • Working with managers and coordinators to develop workforce plans to meet business operations and resourcing needs. • Ensure all position descriptions are up to date and are stored on G Drive and the Intranet. • Partners with recruiting managers to implement standard recruiting and hiring practices and procedures necessary to recruit and hire the desired workforce. • Manage the recruitment and selection process i.e. administration, co-ordination and support of recruitment activities • Assist where required with the orientation activities to ensure staff are integrated quickly and processes are seamless, including the management of probationary periods. 	<ul style="list-style-type: none"> • Each service centre has a workforce plan • Consistent engagement with each • 80% of allied health and corporate positions appointed within 5 weeks of approval. • Attract high quality candidates. • Ensure the candidate experience is aligned to our values.
People & Culture Projects	Working with the Director – People & Culture you will be responsible for contributing to the delivery of P&C projects.	<ul style="list-style-type: none"> • Maintain a monthly scorecard of project objectives. • Projects are delivered according to the agreed timeframes. • Engagement with all key stakeholders to ensure project success.
Company HR Policies and Procedures	<ul style="list-style-type: none"> • In conjunction with the Director – People & Culture, provide advice on the interpretation of HR Policies, procedures, guidelines and employee relations issues to staff and management. • Contribute to the development; implementation and monitoring of policies and procedures based on relevant legislation 	<ul style="list-style-type: none"> • All company policies and policy register is maintained and up-to-date. • All employees are consulted where appropriate. • All employees are appropriately trained in policies.

Area of Focus	Responsibilities	Measure
	<p>and contemporary practices which provide an effective, consistent and timely delivery of P&C services.</p> <ul style="list-style-type: none"> • Develop and deliver a program of policy training throughout the year to ensure all employees are aware of company policies and have the appropriate training. 	
Position Descriptions and Organisational Chart	<ul style="list-style-type: none"> • Ensure the organisation chart is maintained and distributed as required. • Maintain a centralised position description database for all positions. • Work with line managers to develop new position descriptions or update existing position descriptions as required. 	<ul style="list-style-type: none"> • Organisational Chart aligned with company grows strategy and business needs.
People & Culture Administration	<ul style="list-style-type: none"> • Assist with the maintenance of the Human Resources personnel filing systems. • Assist with the filing of contracts, personnel files and other employee information. 	<ul style="list-style-type: none"> • Ensure P&C administration is accurately recorded and employee files are maintained.
Learning and Development	<ul style="list-style-type: none"> • Assist with the learning and development programmes and liaising with external training bodies as required. • Administration and co-ordination of internal training programmes. 	<ul style="list-style-type: none"> • Organisational visibility over training programs delivered/provided.
Performance Feedback Program	<ul style="list-style-type: none"> • Working closely with the Head of P&C and the CCIM to design and implement a performance feedback program to replace the annual appraisal program. • Assist with the administration and tracking of the performance feedback program. • Assist with preparations of disciplinary and grievance procedures as necessary. • Conduct exit interviews on telephone or in person and compile statistics and trending reports. 	<ul style="list-style-type: none"> • Performance Feedback culture is embedded across the organisation. • Managers are supported appropriately to provide regular and consistent performance feedback. • A tracking system for performance feedback is implemented.
Support organisational culture	<p>Positively contribute to a culture that invites feedback, and values evaluation as positive change for improved customer outcomes.</p> <p>Demonstrated professional conduct including:</p> <ul style="list-style-type: none"> • Actively supporting the organisations mission, vision and values. • Actively supporting the organisations code of conduct 	<ul style="list-style-type: none"> • Valued member of the organisation and contribute to positive customer and staff experiences. • Clear demonstration of Montrose values and behaviours in your daily work. • Compliant with Montrose policies, guidelines and processes.

Area of Focus	Responsibilities	Measure
	<ul style="list-style-type: none">Actively supporting and complying with organisational policies and proceduresActive compliance with relevant legislation such as work health and safety and privacy.	
Undertake professional development	Actively participates in ongoing learning activities or professional development including regular performance reviews: <ul style="list-style-type: none">Evidence of Professional Development and learning activities.Document evidence of active participation in performance reviews.	<ul style="list-style-type: none">Learning activities are filed on personnel file.Performance reviews are undertaken and filed on personnel file.