

GRADUATE CONSULTING GROUP MELBOURNE

Sharing Knowledge. Taking Initiative. Delivering Tangible Results.

POSITION DESCRIPTION

Position Title: Human Resources Officer

Date Evaluated:

Supervisor / Manager Title: Head of Human Resources

1 Mar 2011

Business Unit: Human Resources

1. Position Purpose

The role is primarily responsible for supporting the group's Human Resources function to effectively and efficiently manage human capital.

2. Key Accountabilities

- To assist the Head of Human Resources manage the Group's entire employment cycle. This includes recruitment, selection, induction, training and development, evaluation, and termination.
- To work closely with the Head of Human Resources to align the Group's strategic objectives with policies and procedures.
- To ensure personnel concerns and grievances are managed and resolved in an appropriate and respectable manner.
- To promote and reflect our core values as part of the culture of the Group.

3. Key Duties

- To develop and implement policies and procedures, and the associated documentation and materials, required for effective management of personnel within the Group.
- Actively work with other teams to assist the understanding and implementation of policies and procedures.
- Liaise with other teams to assess and determine short, medium and long term staffing needs.
- Assist in recruitment – developing position descriptions, devise promotional efforts, and support in the application, interview and selection process.
- Plan, and deliver training and development, including induction for new personnel.

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4. Key Relationships

- Reports to Head of Human Resources.
- Works closely with Human Resources Officers.
- Liaise with other Heads of Department and teams as required.

5. Role Expectations

- An average of eight hours per week is required and is subject to variability.
- The incumbent is expected to exhibit a high level of professionalism and understanding of the Group as a whole.

6. Desired Criteria

- Human Resources or Management background preferred. Similar work experience to this role is highly regarded.
 - Expertise in using the Microsoft Office Suite of programs.
 - Strong leadership and management skills.
 - Strong written and communication skills.
 - Highly motivated and driven.
 - High level of emotional intelligence.
 - Desire to help personnel achieve a high level of role satisfaction, including listening and addressing any possible concerns.
 - A team player.
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