



# Human Resources (HR) Coordinator

Bendigo or Melbourne - Part Time (0.6 FTE)

Position Reference: HR2020

## ABOUT RMCG

RM Consulting Group (RMCG) provides advice to businesses and organisations such as agribusiness, rural industries, federal and state government agencies, water authorities and communities. We are a dynamic team with expertise in sustainable agriculture, integrated water and land management, financial and economic assessments, agricultural and natural resource management, biodiversity, recycled water and waste management, social research, community development, strategic planning, policy, feasibility studies and expert advice.

We are committed to work with clients through complex issues and providing confidence to make decisions and act.

## WHAT WE ARE LOOKING FOR

RMCG is looking for a smart, capable and enthusiastic team member to join our Business Support Team.

The key purpose of this role is to provide HR coordination and support. Reporting to the Operations Manager and working collaboratively with the wider Business Support Team, this position plays an important role in delivering the business's annual priority HR projects, coordinating the overall provision of HR services and supporting employees and managers with queries that relate to HR policies and procedures.



## DUTIES AND SELECTION CRITERIA

### Duties

The role involves the duties listed below:

- **HR Projects** – Delivery of various annual priority projects
- **Performance reviews** – Facilitate the roll out of the performance appraisal process and report findings to the Leadership Team
- **Recruitment** – Coordinate the end-to-end recruitment and selection process ensuring best practice and transparent culture is being applied across the business
- **On-boarding/Exits** – Coordinate consistent inductions of all new employees and facilitate probationary period and exit processes
- **Personality assessments** – Facilitate the undertaking of personality profiling for recruitment and team development
- **HR Group** – Coordinate and participate in the HR Group to facilitate employee consultation in the delivery of priority projects
- **Policies and procedures** – Develop and communicate professional policies and procedures to ensure our business continually improves and refreshes our approach to people management
- **Support** – Provide generalist HR advice to staff and managers on the application of HR process and procedures
- **Professional Development** – Delivery of the business's professional development objectives and responsibility for training coordination
- **Work Health and Safety** – Ensure the business's WHS management plan is up to date and meeting our WHS obligations and ensure the business is adequately and continuously addressing employee safety, welfare, wellness, and health; coordinate the completion of WHS activities including driver training and ergonomic assessments

### Selection Criteria

In your application please indicate how you can demonstrate the following:

- Experience in similar roles, including undertaking recruitment, performance reviews, on-boarding/exit and professional development related activities
- Experience in the delivery of HR related projects
- Experience in contributing to a high functional team and a cohesive, thriving business.
- Knowledge of HR legislation including Work Health and Safety
- Development and application of contemporary HR related policies and procedures
- High attention to detail
- Excellent organisational, prioritisation, interpersonal and communication skills

## QUALIFICATION REQUIREMENTS

A qualification in Human Resources (Diploma or Bachelor's degree) or a related field is desirable.

## OTHER DUTIES

### Quality Assurance

- Maintain a general understanding of the Quality Management System and carry out duties and responsibilities in accordance with relevant quality management processes and procedures.

### Office Dynamics

- Contribute ideas and abilities to further business development of RMCG
- Contribute to the maintenance of a harmonious and pleasant working environment.

## ADDITIONAL INFORMATION

- We place a strong emphasis on achieving a balance between work and the rest of life and we can offer a flexible approach to work management
- We offer exceptional conditions including lunches, paid parental leave, income insurance and staff profit share
- RMCG has offices in Victoria (Bendigo, Melbourne, Torquay, Warragul) and Tasmania (Hobart and Penguin) and a presence in ACT and NSW.
- The position will involve some travel including interstate (a current driver's licence is required).

## SALARY PACKAGE

The remuneration package will be negotiated with the preferred applicant, however is expected the annual salary package (including superannuation) will be within the range of \$70K-\$90K (full time equivalent).

## APPLICATIONS

Applications (quoting the position reference) **must** include a cover letter, brief CV, selection criteria addressed (either in the cover letter or in a separate document) and the names of two referees.

## CLOSING DATE

Friday 12th March 2020

### ENQUIRIES

Enquiries are welcome and are to be directed to:  
Mandy McIntosh  
Operations Manager  
(03) 5441 4821 or 0438 532 110

### APPLICATIONS

Applications should be sent to:  
jacintab@rmcg.com.au