



Human Resources (HR) Coordinator

Current incumbent:	New position
Basis of employment:	Part time (0.6 FTE – 24 hours/week)
Work areas/s:	Business Support Team
Reporting to:	Mandy McIntosh, Operations Manager
Location:	Bendigo or Melbourne
Remuneration:	Range: \$80,000 – \$90,000 (full time equivalent) inclusive of superannuation
Closing date:	Monday, 30 th August 2021
Position reference:	RMCGHR2021

ABOUT RMCG

RMCG is a thriving consultancy business with over 60 professional staff across Victoria, Tasmania, NSW and ACT. We consult on a range of community, environmental and agricultural issues. We are a dynamic team with skills in regional development, natural resource management, land use planning, economics, social research, recycled water and waste management, integrated water management, strategic planning and agriculture.

Our company culture is really important to us – we are friendly, supportive and enjoy coming to work. We seek to be an ‘employer of choice’ and as such offer exceptional conditions including lunches every day, paid parental leave, income protection insurance and staff profit share. We value work/life balance and we offer a highly flexible approach to work management.

For more information see: www.rmccg.com.au

WHAT WE ARE LOOKING FOR

RMCG is looking for a smart, capable and enthusiastic Human Resources (HR) professional to join our Business Support Team. As our HR Coordinator you will:

- Work primarily with our managers and supervisors to help deliver great HR outcomes to the staff they supervise
- Help us maintain and build our current company culture and play a key role in us continuing to be an employer of choice.
- Identify ways to deliver on our strategic HR objectives and priority projects including delivery of structured learning programs, building workplace diversity and inclusion and best practice recruitment processes.

PRIMARY FUNCTIONS OF THE POSITION

The primary functions of the role are to:

- Be the ‘go to’ for managers and supervisors who require HR advice
- Handle day-to-day queries on HR related issues, policies and procedures and involve the Principal responsible for HR in complex matters

- Coordinate and provide advice to managers and staff on all HR related matters including:
 - Employee relations
 - Recruitment
 - HR policies and processes
 - Work Health and Safety
 - EBA interpretation
 - Performance reviews and management
 - Professional Development
 - Remuneration
 - Inductions/Exits
- Coordinate and participate in the HR Group to facilitate employee consultation in the delivery of priority projects
- Identify opportunities to increase staff engagement, capability and wellbeing, improve leadership and management capability and foster a culture of continuous improvement
- Stay up to date with changes to HR related legislation and current and emerging human resources and employee relations trends.

QUALIFICATION REQUIREMENTS

A qualification in Human Resources (Diploma or Bachelor's degree) or a related field and at least five years' experience working in a similar role are desirable.

KEY SELECTION CRITERIA

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

- Work effectively as part of a team
- Knowledge of HR legislation including Work Health and Safety
- Provide HR advice to managers
- Develop and apply contemporary HR related policies and procedures
- Maintain sensitive information, confidentiality and remain impartial at all times
- Prioritise work and meet timeframes
- Deliver outcomes and meet set targets or goals
- Strong verbal, written and interpersonal communication skills
- High attention to detail
- Strong computer skills including Word, Excel, Powerpoint

SALARY AND CONDITIONS

The remuneration package will be negotiated with the preferred applicant, however it is expected the annual salary package (including superannuation) will be within the range of \$80K-\$90K (full time equivalent).

APPLICATIONS

To be considered for this position, please send:

- A succinct summary (in letter format or a separate document) highlighting why we should employ you – taking into consideration the *Key Selection Criteria* above.
- A CV (no more than 2 pages) listing qualifications, previous experience and the names of two referees.

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:
mandym@rmcg.com.au