**HR Coordinator**

**Work type:** Part-time (0.6FTE) opportunity

**Location:** Carlton

Melbourne Teaching Health Clinics

The Melbourne Teaching Health Clinics (MTHC) was established by the University of Melbourne to operate and manage teaching health clinics that provide students at the University with world class clinical training as a core component of their studies. The organisation also provides continuing professional development training to persons working in the area of health care provision, facilitates research into health outcomes and provides patients with health services at affordable rates.

The Shepparton Medical Centre (SMC) and the Melbourne Dental Clinic (MDC) are two of the five teaching health clinics within the MTHC. The SMC is a general practice-centred, multidisciplinary teaching clinic, the mission of which is to increase the quality and capacity of medical education for undergraduate and postgraduate medical students and provide high quality, comprehensive general practice care for members of the public. The MDC was established by the University of Melbourne in 2013 to provide excellence in clinical education for the next generation of dental professionals and increase access to comprehensive dental care for members of the public.

**About the role**

The Human Resources Coordinator, MTHC is responsible for building relationships and providing generalist HR advice and administrative support to the Melbourne Teaching Health Clinics. Reporting to the Manager, Human Resources, MTHC the Human Resources Coordinator will support the HRM to successfully deliver the HR function through the effective provision of HR administrative support. The HR Coordinator will be responsible for coordinating and assisting with all aspects of the employee life-cycle including but not limited to; recruitment, visas, on-boarding activities, maintaining employee records and answering HR related queries. The role will require the incumbent to liaise directly with various key stakeholders across the clinics to provide a full range of HR advisory and administrative support services to the business.

The primary accountabilities of the role of HR Coordinator are;

**HR Administration**

- Provide efficient HR Administrative Support to the HR Manager
- Coordinate and arrange OHS training requests via TrainME for new and existing staff
- Ensure accurate filing, uploading and scanning of employee qualifications, registrations and other employment documentation
- Assist in the preparation of contracts, variation Letters and other employment documentation
- Ensure effective records management of human resource information including registrations and visas

**Recruitment and On-boarding**

- Working with managers to facilitate the recruitment and selection process from start to finish
• Managing the on-boarding process in line with organisational and legislative requirements i.e. police checks and AHPRA registration checks

Provision of HR Advice

• Respond to first level enquiries received from all staff, including recruitment approvals, queries on issues such as policies, procedures and employment agreements
• Providing informed human resource advice and solutions to managers and employees across the clinics in line with differing enterprise agreements and relevant legislation;

Benefits and perks

• City location
• Great team environment
• Flexible work practices
• Competitive remuneration
• On the job training and coaching

Skills and experience

• A relevant qualification in HR with previous experience working within an HR function; or an equivalent combination of relevant experience and/or education/training.
• Working with a customer service orientation, demonstrating strong interpersonal, communication and negotiation skills, as well the ability to build effective working relationships with key stakeholders.
• Ability to Interpret Awards, Enterprise Agreements and other industrial instruments
• Experience in advising staff on HR legislative and policy enquiries
• Demonstrable success in planning, organising, problem solving and process improvement
• Excellent written communication skills with strong attention to detail
• Demonstrated ability to be flexible and adaptable in a changing environment with the ability to work autonomously
• Proficient in the use of standard application software such as the Microsoft Office suite

Please submit your application through the APPLY FOR THIS JOB button next to the advertisement on the SEEK website.

A cover letter, CV and document addressing the key selection criteria listed, will need to be included in your application.

For inquiries or a copy of a full position description please contact Ms Gabrielle Wood gabrielle.wood@unimelb.edu.au (do not send your application to this email)

Applications close: 14 February 2019