POSITION DESCRIPTION

POSITION TITLE: HR Coordinator Melbourne Teaching Health Clinics

REPORTING TO: Manager, Human Resources, Melbourne Teaching Health Clinics

EMPLOYMENT TYPE: Part time (0.6 FTE), continuing appointment

NUMBER OF REPORTS: Nil

The Organisation

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.

Position Summary

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.
Essential Selection Criteria

- 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

Key Relationships (Internal and External)

- Melbourne Teaching Health Clinics Executive Management Team
- Melbourne Dental School
- Shepparton Medical Centre
- Faculty of Medicine, Dentistry and Health Sciences HR
### Key Accountabilities

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<th>Key Responsibilities</th>
<th>Measure/KPIs to be achieved</th>
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| **HR Administration** | • Successful delivery of key day-today HR outcomes through the provision of effective administrative support  
  • Personnel Records are easily accessible, accurate and up-to-date  
  • HR & OHS staff training is compliant, and records are accurate  
  • HR processes are streamlined and improved, processes and systems documented and demonstrable |
| • Provide efficient HR Administrative Support to the HR Manager  
  • Maintain, monitor and update internal registers spreadsheets and generate reports when required  
  • 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  
  • Compile letters and correspondence as directed by the HR Manager  
  • Assist in the preparation of contracts, variation Letters and other employment documentation  
  • Ensure effective records management of human resource information including registrations and visas  
  • Contribute to continuous improvements and streamlining of current HR processes  
  • Establish and maintain MTHC LinkedIn and SEEK profiles  
  • Assist HR Manager with Key HR projects and administrative tasks as required |
- Responsible for the coordination and scheduling of interviews  
- Assist with conducting reference checks  
- Assist with verbal offers and notifying unsuccessful candidates  
- Managing the onboarding process in line with organisational and legislative requirements i.e. police checks and AHPRA registration checks  
- Collating of employee induction documentation  
- Managing all new hire probation documentation and outcomes

- All onboarding and contractual documentation is accurate and provided in a timely manner  
- All new hirers are adequately screened and necessary registrations are checked prior to commencement  
- Staff are properly inducted and paid within the first available pay after commencing employment

**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;  
- In consultation with the HR Manager supporting managers in performance management and coaching opportunities;  
- Provide advice and services regarding employee relations matters, including general Enterprise Agreement/policy interpretation and visa queries.

- Quality and accurate provision of advice to various stakeholders

**Stakeholder Engagement**  
- Build strong working relationships with clinic Staff, Management, and key internal and external stakeholders

- Ability to work proactively and co-operatively with both key internal and external stakeholders

**Other**  
- Contribute to and support projects of MTHC  
- Carry out other responsibilities as directed by the HR Manager

- Completion of allocated projects on time
Special Requirements

The Melbourne Teaching Health Clinics are separate but affiliated companies of the University of Melbourne. The role may be required to provide additional on-site support to these clinics including the Shepparton Medical Centre.

Occupational Health and Safety (OHS) Responsibilities

The Melbourne Teaching Health Clinics has policies and procedures which comply with the Occupational Health and Safety Act 2004, which require all staff to contribute to the maintaining of a safe and healthy workplace.

All staff members are required to exercise their duty of care and:

- Take reasonable care for their own safety, as well as for others in the workplace who can be affected by their actions;
- Refrain from misusing or damaging any equipment which is provided to protect or enhance the health and safety of staff;
- Comply with legitimate requests from MDC which are in accordance with published policies and/or OHS legislation;
- Ensure they do not knowingly place other staff at risk through their actions;
- Report incidents and potential health and safety risks to their OHS Representative in a timely and appropriate manner;
- Host visitors and/or contractors at the campus in a manner consistent with the requirements of the OHS policy.

Diversity and Inclusivity Statement

Melbourne Teaching Health Clinics are committed to a diverse and inclusive workforce free from all forms of discrimination. We actively work to remove barriers to ensure all employees enjoy full participation in the workplace and encourage applications from diverse backgrounds. We adopt our diversity and inclusivity policies from the University of Melbourne and can be viewed at https://staff.unimelb.edu.au/diversity-inclusion

Document Control

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<th>Date Developed:</th>
<th>Developed and Reviewed By</th>
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<tr>
<td>January 2019</td>
<td>Gabrielle Wood – Manager, Human Resources MTHC</td>
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