



People and Culture Coordinator – Nossal Institute for Global Health

An exciting opportunity to utilise your recruitment and HR administration expertise to support operational HR activities with Nossal Institute.

We have created this new position to enhance the employee experience for our very talented and growing workforce at Nossal.

This position will be responsible for providing accurate, efficient and customer focused HR administration and support for the full employee lifecycle. You will manage recruitment for our vacancies, as well as managing routine employee queries and a range of other HR administration activities. There is also the opportunity to get involved in upcoming HR projects.

You have previous experience working in a recruitment and HR administration position and enjoy delivering high quality service. You have high attention to detail, and the ability to prioritise and meet deadlines.

You thrive working in a dynamic and collaborative environment; while also being able to work autonomously and independently.

This is a part-time position at 0.4 FTE with flexibility for the hours to be worked as either 2 days per week, or shorter days across the week. This is an initial 12-month fixed term contract, with the possibility of extension.

Further details can be obtained from the attached Position Description or by contacting Nossal-HR@unimelb.edu.au.

Candidates are requested to submit a CV (maximum 4 pages), covering letter, and **a separate statement addressing the selection criteria** as outlined in the position description. Applications are to be forwarded to Nossal-HR@unimelb.edu.au with “Application – People & Culture Coordinator” included in the subject line.

Applications close – 5:00pm Sunday 8 August 2021.

Nossal Institute is committed to workplace equity and diversity. We encourage applications from candidates from underrepresented groups, including people with diverse cultural backgrounds, gender identities and people with disability. We aim to remove barriers and apply the principles of reasonable accommodation in recruitment and more broadly in our work.

Only those eligible to work in Australia need apply.

Relevant background checks will be completed prior to the preferred candidate’s employment being confirmed.

****Please No Agencies****