



NOSSAL INSTITUTE LIMITED

POSITION DESCRIPTION

POSITION TITLE:	People and Culture Coordinator
REPORTING TO:	Advisor – Governance and Organisational Development
CLASSIFICATION:	Category 5
EMPLOYMENT TYPE:	0.4 FTE, initial one year appointment
NUMBER OF REPORTS:	0

THE ORGANISATION

The Nossal Institute for Global Health is multi-disciplinary team in the [Melbourne School of Population and Global Health](#) at the University of Melbourne. We work to strengthen the quality, affordability and inclusiveness of health systems in the Asia Pacific region through practical research, learning and cooperation. Visit our website to learn how the Nossal Institute is building a better future for all through stronger health systems: ni.unimelb.edu.au

POSITION SUMMARY

This position is responsible for providing accurate, efficient and customer focused HR administration and support for the full employee lifecycle. This position will also be the first point of contact for general employee enquiries and is expected to manage routine enquiries, with more complex queries escalated to the Advisor – Governance & Organisational Development as appropriate.

DIVERSITY AND INCLUSIVITY STATEMENT

Nossal Institute Limited is 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, which can be viewed at <https://about.unimelb.edu.au/careers/diversity-and-inclusion>

KEY RESPONSIBILITIES

- Manage end-to-end recruitment for all vacancies including:
 - Work collaboratively with the Hiring Manager and Communications Coordinator to develop and execute a recruitment campaign and sourcing strategy for each vacancy
 - Draft and coordinate the posting of all job vacancy advertising – utilising both internal and external platforms
 - Managing enquiries from potential applicants
 - Sending candidate applications to hiring manager for review
 - Conduct phone screening and scheduling interviews with shortlisted candidates
 - Ensuring a quality candidate management experience
- Support the development and regular maintenance of Nossal Institute's Careers website page
- Prepare employment contracts and other employee documentation

- Manage the new starter paperwork process with new employees
- Coordinate the onboarding of all new employees
- Liaise with Payroll to advise of changes and to assist with queries
- Provide data and contribute content for monthly Leadership Team People reports
- Maintain employee files and manage the employee electronic filing system project
- Coordinate the regular updating of Nossal Institute's skills matrix
- Manage Nossal Institute's volunteer program
- Provide support for projects as required
- Contribute to continuous improvement of processes
- Other tasks as requested

SELECTION CRITERIA

- Prior professional experience in a recruitment and HR administration position
- Demonstrated high attention to detail and accuracy
- Strong customer service ethic
- Excellent interpersonal and communication skills
- Ability to prioritise tasks and meet deadlines
- Ability to work independently and also collaboratively in a team environment
- Experience handling queries and data with high confidentiality at all times

ENVIRONMENT, OCCUPATIONAL HEALTH AND SAFETY

The incumbent will:

- Follow safe work procedures and instructions
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported
- Participate in meetings, training and other health and safety activities
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse
- Take appropriate actions to reduce use of energy, water and supplies that adversely affect the environment (including the Nossal "carbon footprint")