

Position Description

People & Culture Officer

Office of the President & CEO | People & Culture | Clerks – Private Sector Award 2010: Level 4

ABOUT THE RACP	The Royal Australasian College of Physicians ('RACP') connects, represents, and trains specialists from a number of specialities across Australia and Aotearoa New Zealand. The RACP provides services to support the delivery of training, continuing professional development, and health policy and advocacy to medical health professionals.
POSITION PURPOSE	<p>People & Culture (P&C) provide an integral function within the College as specialist advisors and enablers of strategies and initiatives to create high levels of employee engagement and performance. The approach of the unit is two-fold:</p> <ul style="list-style-type: none"> • To assist the College in developing capable and motivated people who are prepared for the challenges and opportunities at the College. This will be achieved by creating and delivering policies and practices which build a working environment that enables employees to perform at a high standard and which supports their growth, development and well-being. • To help build human resources knowledge and capability across the organisation, principally by working with leaders to help their staff gain the most from their jobs and career with the College, and to create a safe and productive environment within which employees feel empowered to perform and grow. <p>The People & Culture Officer supports all College employees by offering guidance and contributing to the development, implementation, and continuous improvement of People & Culture (P&C) processes. This role assists the P&C team in delivering support across various functions, including employee and industrial relations (ER/IR), recruitment, work health and safety (WH&S), workers' compensation, and learning and development (L&D).</p> <p>Additionally, the position provides administrative support to the P&C team and collaborates with the College's payroll department on P&C matters and management reporting.</p>
KEY ACCOUNTABILITIES	<ul style="list-style-type: none"> - Provide P&C guidance and interpretation on matters relating to conditions of employment, entitlements, P&C policies & procedures and employment related legislation, NES and modern awards - Managing and maintaining contracts, personnel files and other employee information - Monitor and respond to queries in the P&C and Recruitment inboxes and pass on complex enquires to appropriate P&C Business Partners - Assisting with end-to-end recruitment including preparing job adverts, applicant culling, coordinating interview arrangements, reference checking, record keeping and notifying candidates of outcomes - Managing the onboarding and offboarding process for employees including preparing and administering

	<p>correspondence, agreements and contracts for new appointments and terminations</p> <ul style="list-style-type: none"> - Coordinate and deliver the RACP Induction - Coordinating training courses by sending invites, arranging training venues/scheduling rooms, preparing materials, organising catering and equipment - Coordinate organisation-wide activities to celebrate key dates. E.g. Reconciliation Action Week, NAIDOC etc - Undertake monthly reporting of employment statistics. - Setting up new employees and updating current employee details in RACP's HRIS (Elmo) on an ongoing basis - Contributing as an effective team member by sharing information, supporting and assisting P&C team in a proactive manner to meet goals and deadlines on various tasks and projects.
COMPLEXITIES	<ul style="list-style-type: none"> - Influencing stakeholders without having decision making accountabilities - Prioritising and managing conflicting deadlines
ROLE DIMENSIONS	<p>Reporting Line: Head of People & Culture Direct Reports: N/A Team Reports: N/A</p>
COMPETENCIES	<ul style="list-style-type: none"> - Customer Focus: Building strong customer relationships and delivering customer-centric solutions - Instils trust: Gaining the confidence and trust of others through honest, integrity, and authenticity - Optimizes Work Processes: Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement - Organisational Savvy: Manoeuvring comfortably through complex policy, process, and people-related organisational dynamics - Builds Networks: Effectively building formal and informal relationships networks inside and outside the organisation - Interpersonal Savvy: Relating openly and comfortably with diverse groups of people - Action Oriented: Taking on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm - Collaborates: Building partnerships and working collaboratively with others to meet shared objectives - Communicates Effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences - Being Resilient: Rebounding from setbacks and adversity when facing difficult situations - Plans and Aligns: Planning and prioritising work to meet commitments aligned with organisational goals
EXPERIENCE	<p>Essential</p> <ul style="list-style-type: none"> - A tertiary qualification in Human Resource Management or related area - Proven HR experience working in a generalist capacity

	<ul style="list-style-type: none">- Demonstrated competence in human resource disciplines including compensation, organisational development, employee relations, performance management, recruitment, engagement- Excellent attention to detail- Demonstrated understanding of confidentiality issues related to Human Resource management- Approachability and strong interpersonal skills with demonstrated ability to develop strong trusting relationships- Excellent verbal and written communication skills- Proven ability to prioritise work in a high workload environment- Adaptability and flexibility- Commitment to continually learn and develop.- IT Capabilities: Microsoft Office Suite, SharePoint and video/teleconferencing platforms <p>Desired</p> <ul style="list-style-type: none">- Understanding of Aotearoa New Zealand employment legislation- Hay Group Remuneration Job Evaluation accreditation- Korn Ferry competency accreditation- Team Management Systems accreditation- Experience using Human Resources Information Systems (HRIS)
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We are
Accountable

We act with integrity, taking responsibility for actions and outcomes.

We
Collaborate

We share information, foster participation, and build relationships for common goals.

We
Indigenise and Decolonise

We partner, resource and embed Indigenous knowledge and ways to accelerate culturally safe change, to achieve equitable Indigenous futures.

We
Lead the way

We reflect, adapt and learn in delivering best practice.

We are
Respectful

We recognise our rich diversity and value each other's needs and contributions.