

Position Description

Human Resource Trainee

Position Number: Add Position Number.	Directorate: People and Culture
Classification: Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector)(Single Interest Employers) Enterprise agreement 2021-2025	

ORGANISATIONAL OVERVIEW

Colac Area Health is a unique integrated health service comprising of over 500 employees, providing Acute Care, Aged Care, Community and Allied Health Services to a catchment population of approximately 30 000. Situated in the Colac Otway Shire, one of the most picturesque Victorian municipalities that provides city conveniences with a country charm.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia’s First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTQIA+) people at our services. We pledge to provide inclusive and non-discriminatory services.

We are a child safe organisation committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment is subject to a satisfactory national (and international where relevant) police check and Working With Children Check prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

OUR VALUES

Colac Area Health (CAH) recognises the role of employees in driving a high performance culture and a values based organisation.



We are committed to keeping the patient at the centre of our care with understanding, empathy and personal kindness.



We honour our word and act with honesty, transparency and fairness.



We treat all people with courtesy, kindness and professionalism.



We will work together to achieve the best possible health outcomes for our community.



We will be responsible for our decisions, actions and competence.

POSITION SUMMARY

Primary Objectives:

The Human Resource Trainee will be responsible for assisting the People and Culture team in a wide range of roles in recruitment, payroll, people and performance, and training and development. The HR trainee will rotate between these key functions to gain insight into the employee lifecycle through practical experience and exposure to a range of tasks.

ROLE RESPONSIBILITIES

Attraction, Recruitment and Selection

- Support HR Team and Managers with the administration elements of the attraction, recruitment and selection process by assisting with:
 - Quality assurance of position descriptions and advertising content,
 - Effective use of the e-recruitment platform,
 - Interview arrangements and preparations.
- Positive engagement with candidates as the initial representative of Colac Area Health.

On boarding, Orientation and Induction

(Elements may also apply to Volunteers, House Medical Officers, Visiting Medical Officers and Students (as applicable))

- Prepare on boarding documentation for review and signing for successful candidates.
- Support the on boarding of new employees by ensuring relevant stocks of forms are maintained and electronic version control systems in place.
- Produce regular reports and follow-up return of outstanding on boarding or orientation documentation.

Employment Lifecycle Administration

- Produce regular reports and follow-up ongoing conditions of employment are continuing to be met by employees such as valid police checks, working with children checks and registrations.
- Prepare for review and signing end of employment correspondence.

Human Resource Team Administration Support

- Provide triage services to the HR email account to support timely responses.
- Provide administrative support to members of the HR team including costing of invoices for approval, ordering of stationary and filing personnel documentation.

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General Office Duties

- Answer the phone to take messages or redirect calls to appropriate colleagues.
- Maintain office supplies and order more where required.
- Perform other office duties as assigned.

KEY PERFORMANCE INDICATORS**Attraction, Recruitment and Selection**

- Attraction, Recruitment and Selection documentation and templates are presented professionally, without error and align to organisational style guide.
- Accurate records/electronic systems are maintained including notes for history/audit purposes.
- Interactions with candidates are professional and warm.

On boarding, Orientation and Induction

- Accurate preparation and timely distribution of on boarding documentation.
- On boarding, Orientation and Induction documentation and forms are presented professionally, without error and align to organisational style guide.

Employment Lifecycle administration

- End of employment documentation and forms are presented professionally, without error and align to organisational style guide.
- Regular reports are established or updated to ensure compliance monitoring of ongoing conditions of entitlements.

Human Resource Team administration support

- Team is able to delegate administrative tasks and have confidence they will be completed.
- Administrative processes are efficient.

CORPORATE REQUIREMENTS

Governance, Quality and Risk Management

- Demonstrates a commitment to continuous quality improvement and achievement of excellence in service delivery.
- Oversee the Victorian Health Experience Survey Framework.
- Manages Quality, Risk and OHS issues in accordance with appropriate CAH policy.
- Attends to portfolio requirements as documented.
- Actively participates in accreditation programs.
- Participates in and supports data collection as requested.
- Instigates and actively participates in Quality Improvement Activities.
- Review and ensure a contemporary CAH approach to complaints management.
- Take reasonable care for your own health and safety, and health and safety of others to promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses.

Infection Control

- Ensure all practice is conducted in accordance with infection control policies, procedures and standards.

Workplace Behaviours

- Ensure that you engage in behaviour through CAH policy and procedures that treats other staff fairly, equitably and not subject to any form of discrimination or harassment.
- Demonstrate and abide by CAH's and the Victorian Public Sector Commission (VPSC) Code of Conduct.
- Participate in promoting a safe working environment.
- Ensure an appropriate level of customer service is provided, demonstrating a friendly and supportive approach to our consumers.
- Demonstrate an understanding of appropriate behaviours when engaging with children.
- Demonstrate an understanding of the Charter of Human Rights.

Key Selection Criteria:

Qualifications, Experience and Personal Attributes –

Essential:

- Willingness to obtain a Certificate III in Business over 12 months through a combination of formal training with Westvic Staffing Solutions and practical on the job experience.
- Demonstrated attention to detail and an eye for design.
- Clear verbal, written and interpersonal communication skills.
- Demonstrated time management and organisational skills with an ability to be flexible and agile when needed.
- Demonstrated capacity to take direction and learn from opportunities and team members.

Desirable:

- Demonstrated ability to prioritise and manage multiple tasks at hand
- Strong time management skills with an excellent attention to detail

I have read and understand the requirements and responsibilities of my Position Description

Signed: _____ **Name:** _____ **Date:** ____ / ____ / ____.



We at Colac Area Health are proud to be totally Smoke Free