

Position Description	
<b>POSITION TITLE</b>	HR Coordinator
<b>REPORTING RELATIONSHIP</b>	HR Consultant
<b>TEAM</b>	Human Resources
<b>EMPLOYMENT DURATION</b>	Fixed term contract, until mid-September 2022
<b>TYPE OF EMPLOYMENT</b>	Flexible (0.8 – 1 FTE)
<b>DATE</b>	April 2022

### The George Institute for Global Health

We are a medical research institute affiliated with leading universities aiming to challenge the status quo in health care. With 700+ people around the world, and projects in over 40 countries, our Strategy 2025 is all about impact – specifically, the impact of The George Institute’s activities on the health of millions of people, particularly those living in disadvantaged circumstances around the world.

Our strategy focuses on three key research priorities:

- Better Treatments: finding better treatments for the world’s biggest health problems
- Better Care: transforming primary health care to support better health for more people
- Healthier Societies: harnessing the power of communities, governments, and markets to improve health

Our innovative commercial enterprises help maximise our impact.

Here is a sample of the things we are doing to achieve our goal of having the greatest possible impact on global health:

- We are identifying better and safer treatments for our biggest killers like stroke, heart disease and high blood pressure
- In many countries, our award winning FoodSwitch smartphone app is helping people make healthy food choices when shopping
- In China, we ran a successful education and awareness program to reduce the amount of salt eaten by people by 25% each day
- In rural India, we have shown that mobile technology can help diagnose mental health, as well as help treat cardiovascular disease, and we’re looking at similar approaches to treating chronic diseases in Indonesia and China
- Together with Aboriginal communities in NSW, Australia, we developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations
- We are developing an affordable dialysis machine, with potential to save millions of lives each year and transform the way kidney disease is treated globally
- And much more...

### Context of the Role

As a mission driven organisation, the global HR team’s purpose is to optimise the George’s people capability to improve the health of millions worldwide. The HR priorities areas to support the George’s ‘growth for impact’ focus are:

- Hire for growth
- Strengthen leadership and skills



- Engage and retain
- Drive HR effectiveness.

### The Role

The HR Coordinator is an integral part of the HR team and will be involved in day-to-day administrative support for the HR function within the George Institute, Australia.

The HR Coordinator will also actively participate in HR projects to improve process and efficiency, as well as support various initiatives.

### Reporting Relationships

The HR Coordinator reports to the HR Consultant and works closely with all members of the HR team.

### Duties and Key Responsibilities

- Work closely with the HR team to introduce new processes and initiatives to improve effectiveness
- Manage operational aspects of recruitment process in GI Australia, including but not limited to:
  - assist with drafting position descriptions
  - drafting advertisements
  - assist with determining recruitment strategy for positions
  - posting advertisements internally and externally
  - shortlisting and screening candidates
  - managing logistics of assessment/interview process etc
  - conducting interviews (as required)
  - maintaining good communication among
- Work together with HR/Payroll Administrator to ensure all day-to-day HR administration such as contracts, letters, and updates to GeorgePeople are completed
- Refresh and update the HR pages on the staff intranet site
- Reporting of incidents and injuries to insurers within required timeframe and support return to work
- Support learning and development administration and coordination, including setting up of various learning events according to the learning calendar
- Support the team in the implementation of various HR events, projects, and initiatives
- Provide administrative support to the HR team as needed.

### *As a Team Member:*

- Participate in special projects to improve processes, tools, systems, and organisation
- Take responsibility for personal learning and development and for setting achievable and meaningful work objectives and managing personal targets, meeting obligations of The Institute's Performance Management and Development Policy
- Demonstrate commitment to The Institute's organisational values, including performing to an exceptionally high ethical standard and focus on integrity, collaboration, and teamwork in all efforts.

### *Work, Health and Safety*

- Comply with Work Health and Safety legislation and operate in accordance with established Occupational Health and Safety practice and procedures at the Institute
- Promote and contribute to a safe, secure environment for staff and visitors.



## **Skills, Knowledge and Experience**

### *Essential*

- Tertiary qualifications in a HR or related degree
- Proven experience in HR administration or coordination
- Excellent organisation and time management skills, including the ability to prioritise demands
- Strong focus on quality of work
- Action oriented with good problem solving and decision-making skills
- Excellent customer service orientation, and the ability to communicate effectively with staff at all levels of the organisation
- Proficient in the use of the Microsoft Office suite of products (including Word, Excel, PowerPoint, and Outlook)
- Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments
- Good attention to detail
- Demonstrates a can-do approach and takes initiative.

### *Desirable*

- Experience in recruitment
- Experience in working with HR Information Systems or Microsoft Office Apps.