

Position description

Position title:	HR Graduate
Employer:	Baker Heart and Diabetes Institute
Team:	Human Resources
Supervisor/Manager:	Senior HR Partner
Date:	January 2025

Background

The Baker Heart and Diabetes Institute is an independent, internationally-renowned medical research facility, with an almost 100 years history. The Institute's work extends from the laboratory to wide-scale community studies with a focus on diagnosis, prevention and treatment of diabetes and cardiovascular disease.

The Baker Institute is the nation's first multi-disciplinary organisation tackling the deadly trio of obesity, diabetes and cardiovascular disease through research, education and patient care.

Team

The HR team is integral to supporting the research agenda that forms the Baker Institute's mission. We provide customer-focused services across the full gamut of the HR spectrum to the Baker Institute and AMREP AS (a Baker Institute subsidiary).

Nature of environment

The Baker Institute has a project-oriented environment, encompassing a local and multi-site (including interstate) organisational structure. The staff comprise mainly research, scientific and specialist clinical personnel engaged in the capacity of permanent, grant-specific and casual employment. The atmosphere is collegial, usually relaxed and informal though busy and often dynamic with frequent deadlines that must be met. The environment is often demanding and challenging with a strong team orientation but also provides the opportunity to work independently and show initiative. The nature of the work also requires a focus on accuracy and detail.

This position sits in the Human Resources team.

Key job requirements, responsibilities and duties

The HR team is integral to supporting the research agenda that forms the Baker Institute's mission. We provide customer-focused services across the full gamut of the HR spectrum to the Baker Institute and AMREP AS. Payroll services are provided to these two entities. This role is designed to support the Senior HR Partner provide high-level customer-focused service to a key client group.

The role also provides an ideal opportunity for the HR Graduate to develop their knowledge and skills with the support and mentorship of the Senior HR Partner.

Position description

End-to-end recruitment

- Provide support for the end-to-end recruitment and selection process with guidance from the Senior HR Partner/HR Coordinator.
- In conjunction with the Senior HR Partner/HR Coordinator liaise with supervisors to determine recruitment needs.
- Support the review of job requirements and draft position descriptions in consultation with relevant supervisors, as required.
- Write or assist with job advertisements for placement in appropriate media channels.
- Shortlist resumes and make recommendations on the suitability of candidates as required.
- Prepare interview guides and interview packs.
- Organise interviews including face-to-face, phone and video conference.
- Conduct reference checks and make recommendations to supervisor.
- Organise psychometric testing as required.
- Make job offers and issue paperwork for successful candidates.
- Provide good candidate care throughout the recruitment process including generating unsuccessful emails/letters, letters of offer and terms and conditions of employment.
- Record and track all recruitment and candidate information, including response/success rate of different recruitment methods.
- Liaise with recruitment agencies.
- Enter information into the TechOne database and process payroll data, as required.
- Enter data onto the Culture Amp and GO1 platforms as required.

Coordination of HR inductions

- Support HR inductions for new staff and unpaid people, liaising with the OHS team and other internal/external stakeholders, as required.

Coordination of Affiliates

- Administration related to volunteers, placement students, collaborators, visiting scientists, honorary appointees and other unpaid people at the Baker Institute, including issuing and processing induction paperwork, adding to TechOne and terminations
- Ensure volunteer and other placements operate within the Baker Institute guidelines.

Students

- Coordinate all student paperwork and liaise closely with the Student Administrator.

Coordination of High School Work Experience program

- Liaise with potential work experience students, schools and Baker Institute staff to coordinate the high school work experience program, aiming to secure as close to 15 student placements as possible per year.
- Ensure all relevant paperwork and internal processes are completed.

Position description

Administration

- Write employee contracts and letters.
- Entering new staff members' details into TechOne database and processing payroll data, as required.
- Liaise with Managers regarding new employee probation periods.
- Provide payroll assistance to as requested.
- Manage car parking allocations and liaise with car parking providers regarding requirements and payments.
- Liaise with novated lease providers and administer novated leasing documentation, as required.
- Process paperwork to necessitate timely payment of invoices.
- Manage monthly Salary Packaging appointments.
- Coordinate the regular updating of the Baker Institute information guide.
- Assist with maintenance of the HR intranet content.
- Manage stationery orders for the HR team with costs being approved by the General Manager, Human Resources before submission of order.
- Provide reception support on an ad hoc basis, as required.
- Collect and distribute HR team members' mail.
- Assist the HR team in the creation of document templates.
- Proactive attendance at team meetings and attendance at all relevant seminars and staff meetings.

Project

- With guidance undertake an HR project in conjunction with the Senior HR Partner/General Manager HR.

Records management

- Keep up-to-date with all Payroll and HR filing, ensuring all information is kept confidential.
- Develop new filing systems, where appropriate to ensure information is always easily accessible to the HR team.
- Maintain HR archiving systems.
- Maintain accurate records related to the distribution of ID cards.

Administrative support

General Manager, Human Resources and Senior HR Partner

- Various tasks and projects as delegated by the General Manager, Human Resources.
- Manage HR credit card reconciliation and payment of invoices.
- Proactive attendance at team meetings and attendance at all relevant seminars and staff meetings.

Position description

Meet statutory requirements of the Institute

Employees of the Baker Institute must comply with and maintain up-to-date and accurate knowledge in:

- OHS legislation
- EEO legislation
- Privacy legislation
- Confidential Information Policy
- Baker Heart and Diabetes Institute Code of Conduct
- Baker Heart and Diabetes Institute Values
- Australian Code for the Responsible Conduct of Research
- Baker Heart and Diabetes Institute Intellectual Property Agreement.

Problem-solving complexity

- Apply theoretical knowledge and techniques to a range of procedures and tasks.

Requirements of the position holder

Education level

- Relevant qualification certificate or undergraduate degree with work-related experience; or
- Extensive related work experience and progress towards a relevant qualification; or
- Equivalent combination of relevant experience and/or education/training.

Communication/interpersonal skills

- Actively demonstrate a customer-centric approach.
- Build effective relationships across the Institute.
- Good interpersonal skills, which enable the appointee to liaise effectively with a wide range of people at a variety of levels internal and external to the Baker Institute.
- Good oral and written communication skills.
- High level of attention to detail.
- Demonstrated ability to participate positively in a team.

Knowledge

Experience in Human Resources Administration would be an advantage.

- Perform tasks/assignments which require proficiency in the work area's rules, regulations, processes and techniques, and how they interact with other related functions. Contribute to financial and organisational planning for own area.
- Planning and organisational skills, including the ability to manage a range of tasks with conflicting priorities.

Position description

Abilities

- Ability to meet deadlines without compromising close attention to detail and accuracy.
- Ability to work as a member of a team as well as autonomously without close supervision.
- Willingness to take initiative and to improve and enhance existing systems and procedures (quality assurance).
- Demonstrated ability to maintain confidentiality and comply with privacy requirements.

Summary of position

This is a position for an HR Graduate.

This position will ensure and support the delivery of efficient and effective Human Resources services to a key client group in conjunction with the Senior HR Partner and other members of the HR team. This position will require an HR Graduate with some work experience wanting to develop their HR skills across a wide range of HR activities.

This position description provides an overall view of the incumbent's role as of this statement's date. In addition to this document, the specifics of the incumbent's role will be described in Key Performance Indicators (KPIs) developed by the incumbent and relevant supervisor as part of the Baker Institute's performance appraisal and development process.

As the Baker Institute evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its staff members. As such, staff should be aware that this document is not intended to represent the position that the occupant will perform in perpetuity.

This position description is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in Key Performance Indicators (KPIs) developed by the incumbent and relevant supervisor as part of the Baker Institute's performance appraisal and development process.

The Baker Institute is an Equal Opportunity Employer and we encourage interest from Aboriginal and Torres Strait Islanders and members of the LGBTIQ+ community for roles within the Institute. We value diversity, inclusivity, gender equity and we promote family-friendly practices. We are a proud recipient of an inaugural Athena SWAN Bronze Award from Science in Australia Gender Equity (SAGE).