

HAMILTON ISLAND POSITION DESCRIPTION

POSITION DETAILS

POSITION TITLE:	Employee Relations Coordinator	LOCATION:	Hamilton Island
DIVISION:	People, Culture and Development	DIRECT REPORTS:	Nil
REPORTS TO:	Employee Relations Manager	INDIRECT REPORTS:	Nil
DATE PREPARED:	June 2013		

JOB PURPOSE

Reporting to the Employee Relations Manager and working within the People, Culture and Development team, this role is responsible for the management and delivery of the administrative needs of the Employee Relations and People, Culture and Development function.

JOB RESPONSIBILITIES (NOT LIMITED TO)

- Raise customer awareness of the People, Culture and Development framework, product offering and supporting policies and procedures
- Coordinate any required business communication, room bookings, catering, credit card reconciliation and stationery for the People, Culture and Development department
- Ensure the People, Culture and Development content on HiSpace reflects People, Culture and Development to date
- Management of People, Culture and Development resources including the cleanliness of rooms, furniture, stationery, audiovisual equipment, catering equipment and supplies
- Assist in the coordination of the Eminence Reward process, including function organisation, creating awards and preparing vouchers for collection.
- Conduct Verify background checks on employees transferring to relevant internal roles.
- Support Onboarding Manager with administrative duties, including preparation of team handbooks and orientation materials, and data entry required for new employees.
- Assist Employee Relations Manager with monitoring of the HiPerformance process, recording and filing completed plans and reviews.
- Prepare reports from Chris 21 and Timeteq systems as required by the Employee Relations Manager.
- Provide administrative support for the People, Culture and Development team as required and agreed upon by the General Manager, People, Culture and Development
- Recommend and implement administrative and team process, procedure, policy and product improvements
- Actively participate in team and departmental activities including meetings, cross-functional projects, support and training

EXPERIENCE & QUALIFICATIONS

- Higher School Certificate or equivalent (Essential)
- Minimum 18 months in a Human Resource / Administration or similar role (Essential)
- Excellent computer skills including Microsoft Office, Word, Excel and Outlook (Essential)
- Certificate IV in Business / HR (Desirable)

PERSON SPECIFICATION/SKILLS

- Expert communication and influencing skills at all levels
- Customer service focus
- High attention to detail
- Change champion and solution focus

KEY WORKING RELATIONSHIPS

- People Culture and Development Team
- General Management Team
- Department Heads and their team members
- HIE Executive Team and Stakeholders

