



Australasian College  
for Emergency Medicine

# Position Description

## Membership and Engagement

Position Title	Human Resources Officer
Department	Membership and Engagement
Date Reviewed	October 2021

Incumbent Name	Vacant	
Signature		Date

### College Overview

The Australasian College for Emergency Medicine (ACEM) is a not-for-profit organisation responsible for the training, assessment and continuing professional development of emergency physicians as well as the advancement of professional standards in emergency medicine in Australia and Aotearoa New Zealand.

Our vision is to be the trusted authority for ensuring clinical professional and training standards in the provision of quality, patient-focused emergency care.

Our mission is to promote excellence in the delivery of quality emergency care to all our communities through our committed and expert members.

The ACEM Core Values which employees and members hold themselves and others accountable are:

- Equity
- Respect
- Integrity
- Collaboration

### Department Overview

The Department of Membership and Engagement is responsible for the provision of membership services, wellbeing initiatives, resources, and programs to support and enhance membership engagement, organisational culture, and networking opportunities. It is also responsible for leading and delivering a broad range of events and coordinating associated sponsorship and exhibitions across Australasia; coordination of the College Ceremony conducted at the Annual Scientific Meeting; administration of College Awards, and the management of the ACEM Foundation. The College's Human Resources functions, including employee engagement and culture, and the promulgation of the ACEM Core Values across the membership and trainee bodies also sits within the Department.

## Position Purpose

The primary purpose of the role is to provide Human Resources (HR) administrative support within the HR unit across the full range of human resource functions.

## Key Responsibilities

The key responsibilities of the role shall include, but not be limited to:

- Support the Human Resources Advisor and work collaboratively with internal and external stakeholders to provide administrative support to HR-related functions and activities.
- Preparation of HR correspondence, contracts and documentation including letters of offer, contract renewals, amendments to contracts, annual salary increase letters, end of probation letters, onboarding documentation and welcome packs.
- Collaboration with the Human Resources Unit and internal stakeholders to schedule onboarding and induction activities for new employees.
- Coordination of the Membership and Engagement meeting calendar including sending calendar invites for department meetings, All Staff Meetings, lunchtime sessions and other associated events.
- Ensure the integrity and maintenance of employee information within e-files and the Human Resources Management System (HRMS).
- Provision of support in monitoring and assigning emails within the Human Resources and Recruitment Inboxes.
- Collating and submitting content for employee communiques including the Staff Newsletter, intranet, website, and reports.
- Maintenance of the HR content on the Intranet including communicating announcements and updating policies, forms, and any other HR-related documentation.
- Maintain the HR Policies register to ensure all documents are regularly reviewed for best practice and legislative compliance.
- As directed by the Human Resources Advisor, provision of end-to-end recruitment including all associated administrative support such as consultation with internal stakeholders, creating/revising Position Descriptions, drafting, and placing job advertisements on internal and external job boards, organising interviews, developing template documents, participating in interviews, conducting reference checks monitoring and responding to applications.
- Assist in the coordination of administration activities relating to the Annual and Mid-Year Performance Appraisal process, in addition to probation reviews.
- Auditing, updating and coordination of the signing of Position Descriptions due to department and reporting line changes, reporting lines and the Annual and Mid-Year reviews to ensure they are relevant and up to date.
- The booking and recording of all information in relation to training and professional development including distribution and collation of course evaluation forms.
- Coordination and communication of Workplace Breastfeeding policies and acting as the first point of contact for queries.
- Demonstrate the ACEM Core Values within the Unit, Department and across the College.
- Ensure any allocated deliverables outlined in the ACEM Business Plan are met to a high standard.
- Ensure any allocated deliverables outlined in the ACEM Reconciliation Action Plan are met to a high standard.
- Ensure any allocated deliverables outlined in Te ACEM Rautaki Manaaki Mana: Excellence in Emergency Care for Māori are met to a high standard.

- Ensure the quality recording of all processes relevant to role and responsibilities in the Promapp system.
- Strive to maintain a culturally competent and inclusive workplace and expected to undergo regular cultural competence training.
- Other responsibilities as delegated by Management within the scope of this position.

## Key Skills, Qualifications and Attributes

### Essential

- Tertiary qualification/s in Human Resources and/or a business-related discipline.
- Demonstrated work experience in a Human Resources or administrative position.
- Professionalism with a high level of demonstrated integrity and the ability to deal with sensitive and confidential information.
- Administrative skills with a high level of accuracy and attention to detail.
- Understanding of the HR and legislative framework/s in relation to the employee lifecycle.
- Time management skills with the demonstrated ability to manage competing priorities.
- Excellent communication, stakeholder engagement and interpersonal skills with an ability to build collaborative relationships across all levels of the organisation.
- Strong initiative, self-motivation, and the ability to work effectively independently without direct supervision or as part of a team to achieve unit objectives.
- Well-developed written communication skills including the ability to develop job advertisements, position descriptions, staff announcements, newsletter and intranet content, reports and other communications.
- Strong computer skills in Microsoft Office suite including Word, Excel and Adobe Acrobat.
- Commitment to the principles of equal opportunity, workplace diversity and industrial democracy.

### Desirable

- Experience working with a Human Resources Management System, ideally ichris.

## Workplace Health and Safety

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

## Organisational Relationships

Reports to	Human Resources Advisor
Supervision of	NIL
Internal Liaison	All ACEM Employees Members and trainees of the College
Committee Liaison	NIL
External Liaison	Candidates, Consultants, Suppliers, and external providers.

## **Additional Information**

- May involve work outside normal business hours to meet business objectives.
- Interstate and/or overseas travel may be required.