



Australasian College
for Emergency Medicine

Position Description

Membership and Engagement

Position Title	Human Resources Administration Officer
Department	Membership and Engagement
Date Reviewed	August 2022

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 Membership and Engagement Department is responsible for the provision of membership services, wellbeing initiatives, resources, and programs to support and enhance membership engagement, organisational culture, and networking opportunities. The Department has several stands of activity arranged into Divisions and Units, each of which is led by a General Manager or Manager, who reports to the Executive Director, as follows:

- *Communications and Media*: Responsible for delivering all digital communications, content, campaigns, media, and publications to support the initiatives, advocacy and work of the Membership and the College.

- *Events*: Responsible for delivering a broad range of educational and networking events, including but not limited to the Annual Scientific Meeting, Winter Symposium and ICEM, and coordinating associated sponsorship and exhibitions across Australasia.
- *Human Resources*: Responsible for providing HR service and support to employees of the College underpinned by best-practice policies and procedures, employment relations advice, performance appraisals, employee engagement, wellbeing, workplace health and safety, professional development and recruitment.
- *Membership and Culture*: Responsible for the administration of incoming and outgoing members of the College, including providing a range of programs, initiatives and resources aimed at supporting the wellbeing, engagement and culture of Members and trainees. In addition, this Unit oversees the coordination of the College's Foundation, honours and awards.

Position Purpose

The primary purpose of the role is to provide timely and accurate Human Resources (HR) administrative support within the HR Unit. The position will also partner with the departments across the College under the guidance of the Manager, Human Resources to support the delivery of a range of human resource functions.

Key Responsibilities

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

- Support the Manager, Human Resources and work collaboratively with internal and external stakeholders to develop, implement and drive the Human Resources plan in the context and to support delivery of the organisation's strategic goals and business plan.
- 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.
- Coordinate and 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.
- Coordinate and provide support to deliver human resource events and engagement activities including the ACEM Core Values, Staff Development Day, Casual Friday Charity, Community Week and Recognition and Awareness days.
- Ensure the integrity and maintenance of employee information within e-files and the Human Resources Management System (HRMS) by assisting in regular file audits and ensuring relevant documentation are filed and up to date.
- 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.
- Maintenance of the HR Policy register; and when required, provide assistance with reviewing policies and procedures with initial research on current legislative and best practice employment standards.
- Support the end-to-end recruitment process with 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.
- The booking and recording of all information in relation to training and professional development including distribution and collation of course evaluation forms.
- 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.
- Strong administrative skills with a high level of accuracy and attention to detail; coupled with excellent time management skills and demonstrated ability to manage competing priorities.
- Excellent stakeholder engagement and interpersonal skills, with an ability to build relationships across all levels of the organisation and negotiate complex situations with a high level of integrity, diplomacy and reliability.
- Excellent understanding of industrial relations frameworks and legislation in Australia and New Zealand.
- Proven ability to deal with sensitive and confidential information.
- Well-developed written communication skills including the development of website content, policies, reports and other communications
- A high level of self-motivation, organisation, and initiative, including the ability to work without supervision or in a team environment to manage competing priorities and meet deadlines.
- Proficiency and knowledge of Human Resource Management Systems, Adobe Acrobat, Microsoft Office software applications including Word, PowerPoint, Excel, Outlook and other relevant programs.
- 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 inclusion, and industrial democracy.

Desirable

- Experience working with Human Resources Management System.

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	Manager, Human Resources
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.